

PRIVATE PROSECUTION SUMMARY THE DISTRICT ATTORNEY'S OFFICE

PLEASE PRINT

Defendant's name _____ Age _____

Address of Defendant if known _____

Did you know the defendant prior to crime? _____ How? _____

Your name _____

Address _____

Telephone Number (Work) _____ (Home) _____

What charges are you charging the defendant with? _____

Did the defendant file charges against you? _____ What charges? _____

Date crime was committed? _____

Place where crime happened _____

Were police called? _____ What Department? _____

Did the police come to the scene? _____ Name of officer? _____

Did he file charges against the defendant? _____ What crime(s) _____

Did the officer file charges against you? _____ What crime(s) _____

What happened (in your own words)

(use additional page if necessary)

Who was there when it happened?

Name	Address	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

I verify that the facts set forth in this Complaint are true and correct to the best of my knowledge or information and belief. This verification is made subject to the penalties of Section 4904 of the Crimes Code (18Pa.C.S.A.4904) relating to Unsworn Falsification to Authorities.

_____ Date _____ Signature of Complainant

APPROVED _____ DISAPPROVED for the reason _____

Assistant District Attorney _____

Date _____ Time _____

IF THE CRIME CHARGED IS ASSAULT- FILL IN THIS SECTION

Was a weapon used? _____ What type of weapon? _____
Have there been prior fights between you and the defendant? _____
Did either of you file charges as a result of a prior fight? _____
Did you receive physical injury? _____
Describe your injury (broken bones, scars) _____
Did you go to a doctor? _____ What was the doctor's name? _____
Were you hospitalized? _____ For how long? _____
Describe treatment received _____

How much were your medical bills? (as close as possible) _____
Have you seen a lawyer on this matter? _____ What was the attorney's name? _____

IF CRIME CHARGED IS BAD CHECK – FILL IN THIS SECTION

Date check received _____ Date check presented for payment _____
Did the defendant have an open account? _____ Check was drawn on what bank? _____
Did you give the defendant notice that check bounced? _____ How? _____
When? _____ Did defendant owe you money when he gave you the check? _____
Name of bank employee who has charge of records indicating defendant did not have funds to cover the check _____
Was the check post-dated? _____

IF CRIME CHARGED IS THEFT- FILL IN THIS SECTION

What was taken? _____
Value? _____
Did the defendant claim he has a right to the goods? _____
What does he claim? _____
How did you know the defendant took or has the goods? _____
Do you believe he still has the goods? _____ Do you know if the defendant has been convicted of retail theft before: _____
When? _____ Where? _____

COMMENTS:

