

PROCEDURE FOR FILING CRIMINAL CHARGES

1. Contact the local police department where the incident took place and ask the local police department to investigate the situation and file criminal charges for you, if warranted.
2. If the police will not file the charges for you, you may file the charges yourself through the local District Justice's Office where the incident took place. At the District Justice's Office you will be asked to complete a Private Criminal Complaint there.
3. Once you complete the Private Criminal Complaint, you must call the Beaver County District Attorney's Office at 724-773-8550 to set up an appointment with an Assistant District Attorney to review your complaint.
4. For your appointment with the District Attorney's Office, you are required to bring with you all evidence including medical reports, photographs, receipts, estimates, invoices, contracts and/or bank records, complete names and addresses of all witnesses.

A decision on your Private Criminal Complaint will not be rendered unless all requested information is provided at the time of your appointment.

5. If your Private Criminal Complaint is approved by the Assistant District Attorney, you must return it to the District Justice's Office so that they can schedule a Preliminary Hearing date.

You will be required to attend all scheduled hearings regarding this case.

6. If your Private Criminal Complaint is disapproved, it will be returned to you with the reason for disapproval. If disapproved, you have the right to appeal this decision with the Beaver County Court of Common Pleas within thirty (30) days of the date the Complaint was disapproved.