

PROCEDURE FOR FILING PRIVATE CRIMINAL COMPLAINTS

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. Make note of the officer's name who you spoke with for reference in your private complaint. It is the policy of the District Attorney's Office of Beaver County that if you have not contacted your local police department regarding your incident, your request for private prosecution will be denied.
2. If the police tell you they will not be filing charges, you may fill out the Private Criminal Complaint form located at your local Magisterial District Judge's Office where the incident took place.
3. Once you complete the Private Criminal Complaint form from the Magisterial District Judge's Office, you must also complete the Beaver County District Attorney's Office Private Prosecution Summary form which is available online.
4. You will then submit both forms and COPIES of any and all evidence including medical reports, photographs, receipts, estimates, invoices, contracts, and/or bank records. All supporting evidence must be submitted in hard copy, USB, or disc format. This office does not accept copies of evidence via e-mail. These items will not be returned to you, and will be kept in the reviewing assistant district attorney's file for future reference if necessary.
5. It is the policy of the District Attorney's Office of Beaver County that if both the Private Criminal Complaint form and the Beaver County District Attorney's Office Private Prosecution Summary form are not turned in to our office, your request for private prosecution will be denied.

Upon receipt of your request and supporting documents an attorney from this office will review the provided information. If necessary, a meeting will be scheduled with you to review your request for private prosecution.

6. If your Private Criminal Complaint is approved by the reviewing assistant district attorney, you must return it to the Magisterial District Judge's Office so that they can schedule a preliminary hearing date. **You will be required to attend all scheduled hearings, continued hearings, suppression hearings, and trials. Failure to appear will result in dismissal of your case.**
7. If your Private Criminal Complaint is disapproved, it will be returned to you with a letter describing the reason for disapproval. If disapproved, you have the right to appeal this decision, with your burden being proof of bad faith, fraud, or unconstitutionality, with the Beaver County Court of Common Pleas within thirty (30) days of the date the Complaint was disapproved.

IF YOU ARE CURRENTLY CHARGED WITH A CRIME WHICH IS RELATED TO THE INCIDENT YOU WISH TO HAVE REVIEWED, YOU SHOULD NOT FILE A PRIVATE CRIMINAL COMPLAINT.