



GLEN ROCK POLICE DEPARTMENT

Private Citizens' Court Complaint Procedures

To: Private Citizen Complainants,

The *Municipal Court* has provided the attached documents to the Glen Rock Police Department. In order to sign a complaint charging any individual with a criminal, disorderly persons, motor vehicle, parking or borough ordinance offense you are requested to complete these forms and return them to the Municipal Court Administrator during normal business hours. Before any complaint is filed, a record of the incident should be on file with the Police Department.

The Court's office hours are 8:30 AM to 4:30 PM, Monday to Friday. The phone number is (201) 670-3950. You may leave the completed complaint form with the police after hours; however, the complaint will not be acted upon until received by the court. It is recommended that you file the complaint with the court directly.

Upon review of these forms, the court will prepare a formal complaint for you to sign under oath. Complaints are only issued if the court determines that probable cause exists. In most cases you may have to appear before the Judge, in court, and give formal testimony to establish probable cause to the satisfaction of the Judge.

Filing a police report **does not** constitute a formal complaint with the court. In most cases a Police Officer may have to witness a particular offense in order to make an arrest or issue a summons. Should the officer not witness the offense, the person making the allegation must sign the complaint.

All defendants are considered innocent until proven guilty in a court of law. As the complainant, you must be prepared to prove your case in court.

It is recommended, but not required, that you consult your attorney before signing any complaints.

NOTICE TO LAW ENFORCEMENT OFFICERS: If you are a sworn law enforcement officer employed by any Federal, State or Local agency empowered to make an arrest under NJ State Law, please notify the officer in charge. You will be advised of the procedure for complaints filed by officers from outside agencies.

FILING A COMPLAINT IN MUNICIPAL COURT

What You Should Know and Do

The **defendant** (the person you are charging with a crime or offense) must generally be 18 years of age or older. Complaints against juveniles are typically filed through the police in the Superior Court, Family Division. The court administrator is able to provide you with specific information regarding complaints against juveniles.

The incident must have taken place within this municipality, except in certain domestic violence situations.

You (the **complainant**) will be asked to fill out a certification giving details of what happened, when, and where.

If you do not know the exact statute or ordinance to charge, you may ask court staff to provide a copy of the relevant statute book or municipal ordinance book for your review; however, they are not permitted to select the charge for you.

What the Court Will Do

Filing a complaint in the municipal court is the first step in a two-step process. After you file the complaint, the second step requires a judicial officer and/or municipal court judge to determine that there is a reason to believe, based on the information you supplied, that a crime or offense has been committed and that the person being accused (the defendant) committed the offense. This is known as a finding of probable cause. The court will also determine whether the complaint was filed within the time period required.

If the court determines that there is probable cause and that the complaint was filed timely, the complaint will be sent to the defendant and the case will be scheduled for court. You will be notified when you are required to appear, so please notify the court of any mailing address changes.

If the judicial officer and/or judge conclude that there is no probable cause and/or the complaint was not filed timely, the court will notify you by mail. In that event, the court will dismiss the complaint and take no further action.

If Your Complaint Goes to Court

In the municipal court, the lawyer who represents the State is called the municipal prosecutor. It is the municipal prosecutor's responsibility to review the merits of each case to determine if the case should proceed. The municipal prosecutor remains responsible for the case until its conclusion.



New Jersey Judiciary
Municipal Court of New Jersey



Complaint Information Form

INSTRUCTIONS: Please complete the following information to the best of your ability. This information will help in the preparation of the complaint.

Your Name (you are the complainant)

Street Address	City	State	Zip
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Telephone Number	Email Address
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Defendant's Name

Street Address	City	State	Zip
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Telephone Number (if known)	Date of Birth (if known)	Driver's License (if known)	State
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If this is a motor vehicle complaint list:

License Plate # of Other Vehicle State Description of vehicle (if known)

Names and addresses of witnesses (use additional paper if necessary)

Name Address

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

FOR COURT USE ONLY

Court Administrator/Deputy Initials: _____ Date: _____

Corresponding Complaint #'s _____

(Every request **requires** the filing of a complaint.)



New Jersey Judiciary
Municipal Court of New Jersey



Certification in Support of Probable Cause

State of New Jersey	Municipal Court Name	County of
Court Address		City
Date of Incident	Location of Incident	Municipality

I offer the following facts and information to establish probable cause in this complaint against (Defendant's name) _____, whom I would like to charge with (list Statutes or Ordinances):

How do you know the identity of the person you are charging?

Describe the incident in detail:

Certification: I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Date

Signature of Complaining Witness