

## **FILING COMPLAINTS IN MUNICIPAL COURT**

This municipality provides for both mediation with trained mediators and also the filing of traffic and non-traffic complaints by citizens to be heard in Municipal Court. Mediation is often a valuable tool for resolving neighborhood disputes as well as merchant/customer complaints.

It is recommended that you meet with a Police Officer to file an incident report prior to coming to the Violations Bureau so that you have the necessary information needed to file a complaint.

You will be asked to provide the name and address of the person(s) you are charging, some type of identifier (date of birth, driver's license number, etc), the date of the incident and the statute you will be charging the person(s) with. Court staff can provide a statute book for your review, but cannot select the statute for you.

You will be asked to fill out a probable cause statement so that it can be determined if there is sufficient probable cause to issue a complaint.

**COMPLAINTS ARE TAKEN TUESDAY THROUGH FRIDAY  
BETWEEN THE HOURS OF 9:00AM AND 3:00PM.**