

# WASHINGTON TOWNSHIP MUNICIPAL COURT

43 Schooley's Mountain Road

Long Valley, NJ 07853

## AFFIDAVIT

In order to file a citizen complaint with the Washington Township Municipal Court you must do the following:

You must have filed a report with the Washington Township Police Department (criminal complaints). If the event occurred outside the Township of Washington (Morris County) you must go to the authority where the event occurred.

- The municipal courts are **not allowed** to do lookups or give you any information about the person you are filing the complaint against. That is a law enforcement function; you must go to the police department or the Division of Motor Vehicles. We are also **not allowed** to render any legal advice. If you are unsure about what type of complaint or what law you want to charge the person with, we suggest you contact an attorney before coming to the court office.
- In order for the court to accept any complaint you must fill out an Affidavit. The Affidavit is a sworn statement of fact. It outlines the event as you viewed them. The Affidavit is used to determine Probable Cause that the event occurred. "Probable Cause are the facts that would lead a person of reasonable caution to believe that an offense has been committed and that the person being accused committed the offense."

**Criminal Complaints:** (you must have the following information and make it part of the affidavit)

Name, street address, city, state and zip code of the person you want to charge.

Where and when the incident took place and what you want to charge the person with.

Check number, bank name and amount of check. (bad check complaints only).

**Traffic Complaint:** (you must have the following information and make it part of your affidavit)

Name, street address, city, state, zip code and driver's license number of the person you want to charge

Vehicle information (make, type, color and license plate number & state).

Where and when the incident took place and what you want to charge the person with.

Most traffic complaints must be filed no later than 30 days from the date of the incident. Most criminal complaints must be filed within one year of the incident.

You **MUST** come to court on the court date specified and any date you receive a notice for. If

you plan to dismiss a complaint both you and the defendant **MUST** appear in court. A dismissal fee will be assessed against you. Be prepared to pay this fee before leaving the court.

AFFIDAVIT

STATE OF NEW JERSEY }

SS:

COUNTY OF Morris }

I \_\_\_\_\_, of full age, being duly sworn on his/her oath according to law, depose and say, I offer the following facts to establish probable cause for the issuance of a summons/warrant for the defendant, \_\_\_\_\_, charged with \_\_\_\_\_

Multiple horizontal lines for writing the affidavit content.

(continue on back of page if needed)

Wherefore, affiant prays that a summons or arrest warrant may issue authorizing the arrest of the defendant in the manner provided by law.

Signature: \_\_\_\_\_

Affiant's Name

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 200

\_\_\_\_\_  
Signature and title of person