

# CITY OF PINE BLUFF, ARKANSAS



## OFFICE OF THE CITY ATTORNEY

200 East 8<sup>th</sup> Avenue, Suite 203

Pine Bluff, Arkansas 71601

Office: (870) 730-2009

Fax: (870) 730-2172

Email: [cityattorney@cityofpinebluff-ar.gov](mailto:cityattorney@cityofpinebluff-ar.gov)

ALTHEA E. HADDEN-SCOTT  
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MAXIMILLAN SPRINKLE  
JUVENILE PROSECUTOR

TERESA DYE  
LEGAL ASSISTANT

Dear Citizen:

For your convenience citizen complaints may be submitted via email at [cityattorney@cityofpinebluff-ar.gov](mailto:cityattorney@cityofpinebluff-ar.gov). Attached to this email are the Complaint Forms. Please read the instructions on pages two and three carefully.

We will need as much information as possible to pursue your case. All evidence will need to be emailed with the complaint forms. In the subject box of the email, make sure you type your full name. In addition to any evidence you have (see page two for description of evidence), please tell us in the email if you have filed a police report or applied for an order of protection. **Be advised, you must file a police report to proceed with charges.** Please inform us what date you made the report/order of protection and who it was filed against in the email. If you know that police report number or order of protection case number please include that in the email also.

Our Assistant City Attorney will review your case to determine what charges can be filed and if we need further information. If so, the Attorney may require an appointment with you to review your case. At that time we will need a picture identification for verification purposes.

If you have any questions, please call our office at the (870) 730-2009. We look forward to assisting you in this matter.

Sincerely,

City Attorney  
Pine Bluff



LIST WITNESSES or other persons present, their ADDRESSES & PHONE NUMBERS. (Only persons who were there at the time of incident and personally saw or heard alleged offender say or do something). For witnesses, detail what each can testify to. **WARNING: IF YOU DO NOT LIST YOUR WITNESSES NOW, WE WILL NOT BE ABLE TO USE THESE PEOPLE IN YOUR CASE IN COURT. BRING ANY WITNESSES YOU CAN WITH YOU WHEN YOU COME TO SEE THE CITY ATTORNEY.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

LIST OTHER PROOF (besides witnesses) that you have – fingerprints, videotape, audio tape, documents signed by alleged offender. **DO NOT LIST ITEMS IF YOU DO NOT HAVE POSSESSION OR DO NOT AGREE TO TIMELY OBTAIN POSSESSION OF YOURSELF AND PROVIDE TO THE CITY ATTORNEY.**

\_\_\_\_\_

\_\_\_\_\_

**ADVICE TO COMPLAINANT:** Bring these items with you when you come to see the City Attorney. It is YOUR responsibility to personally provide any photographs, medical records, medical bills, estimates of property loss/damage and any other physical evidence that may exist. Your failure to provide these at the time of filing the complaint may result in these items being excluded from use in any trial of this matter or consideration in settlement thereof.

- If you received **physical injuries**, YOU are responsible for providing photographs of these to the City Attorney. If detectives/police took photos, YOU are responsible for getting these to the City Attorney **IMMEDIATELY**. Photos which show up the day of trial will, in all likelihood, be excluded from use by the Court. **DO NOT** wait until the last minute to get these to the City Attorney.
- If you went to the doctor/hospital and were treated for physical injuries resulting from the alleged offender's acts, YOU are responsible for obtaining copies of your medical records and/or medical bills and providing them immediately to the City Attorney. If you wait until too close to trial, the Court will probably not allow you to present these as evidence.
- YOU need to provide audio/video tapes to the City Attorney at the time the complaint is filed or these will probably not be useable at the trial of your case.
- YOU need to provide property damage estimates at the time the complaint is filed or these will probably not be useable at the trial of your case. If the estimate of damage exceeds **\$1,000**, this incident may
- . constitute a felony.
- YOU need to provide copies of Protective Order/Restraining Order, divorce decree, automobile accident report

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### NOTICE TO AFFIANT/VICTIM

Please read each paragraph and initial.

#### Complaint Process:

\_\_\_ 1. The complaint must involve an incident that happened inside the city limits of Pine Bluff and within the last year. The person(s) against whom you are filing the complaint must be at least eighteen (18) years of age.

\_\_\_ 2. This Office is not an investigative agency. You must provide all evidence to prove your allegation(s) and the full name(s) and address(es) of any person you file a complaint against.

\_\_\_ 3. You will also need to furnish the name(s), address(es), and phone number(s) of anyone you intend to use as a witness. Your witnesses may be required to provide a written statement.

\_\_\_ 4. If photos of your injuries were taken, please provide a copy. If you receive medical attention as a result of an incident, you will need to provide a statement from the doctor or the hospital, describing the injuries and the treatment provided.

\_\_\_ 5. If there was property damage during the incident, you must provide a written estimate for repairs or payment receipts for repairs already completed. If you fail to provide this information, you may not receive restitution for your damages. Pictures of the damage should be provided.

\_\_\_ 6. If your address, phone number, email, or other contact information changes at any time after the complaint is filed, you must notify this office. The inability to contact you may delay the complaint process or result in non-action by this Office.

\_\_\_ 7. After your **completed** complaint has been submitted, it will be reviewed to determine what actions this Office will take. You will be notified of the City's decision. It is your responsibility to provide a completed complaint with any evidence requested. Incomplete complaints will be closed after thirty (30) days.

**[FLIP PAGE]**

**If Charges are Filed:**

Please read each paragraph and initial.

\_\_\_ 1. The filing process takes time. Please be patient and contact the Office for updates.

\_\_\_ 2. First, a Criminal Information (document used to charge an individual with a crime) will be sent to the District Court Judge for approval.

\_\_\_ 3. Second, a summons (order for defendant to appear in District Court) will be sent to the Pine Bluff Police Department for service. The police department will attempt to serve the alleged offender at the address you provided. This Office has no control over the time it takes PBPD to serve summons.

\_\_\_ 4. Once the alleged offender is served, he/she will be given a court date for an initial appearance. On the first appearance, the alleged offender will enter a plea of either guilty or not guilty. You will not be notified of this court appearance, as your presence is not necessary.

\_\_\_ 5. If the alleged offender pleads “not guilty,” the District Judge will then set a trial date and the case will be sent to our office for prosecution. We will issue a subpoena for you and any witness you have listed to appear in court. Please note that witnesses will be required to testify in court, regardless of whether they provided a written statement. Written statements are generally not admissible as evidence without the affiant present in court to testify.

\_\_\_ 6. If the alleged offender pleads “guilty,” he/she will be sentenced at his/her first appearance and you will not be required to appear in court.

\_\_\_ 7. **Once charges have been filed against an alleged offender, the City will proceed with prosecution. Charges will not be dismissed at the request of the citizen.**

\_\_\_ 8. If you are subpoenaed to court and fail to appear or fail to notify our office, you may be responsible for court costs and/or found in contempt of court.

I \_\_\_\_\_, have on this date, read the above information and understand the process of filing a complaint and/or charges through the Pine Bluff City Attorney’s Office.

\_\_\_\_\_  
Signature of Affiant/Victim

\_\_\_\_\_  
Date

**WITNESS STATEMENT**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Place of Employment \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date and location of incident \_\_\_\_\_

**SUMMARY**

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(Use additional paper if necessary)

\_\_\_\_\_  
Signature of Witness

Subscribed and sworn before me, a Notary Public, on this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
NOTARY PUBLIC