



Marble Falls Municipal Court
606 Avenue N Marble Falls, Texas 78654
830-693-7173 Fax 830-693-4032

REQUIREMENTS WHEN FILING COMPLAINT

1. The complainant (person making the complaint) must, in good faith, make full, fair, and honest disclosure of all facts and circumstances known to him/her at the time the complaint is made. The facts, as presented, must be in the form of an affidavit and signed under oath. This affidavit will form the basis of any further investigation and of the charging instrument.
2. The complainant must appear in court to testify against the defendant if the charges are contested by the accused and a trial is held.
3. If the defendant is found guilty, the maximum sentence that may be assessed in Municipal Court is a fine up to \$500.00 plus court costs and fees. There can be no jail time. The defendant may appeal the case to a higher court.
4. The defendant may file a counter-complaint if the complainant has also been involved in some illegal activity. Please be advised that any statement made at this time or in the future to a prosecutor or other investigator may be used against you should there be a counter. Please be advised that when speaking to the prosecutor, that the prosecutor represents the state and no attorney-client relationship is established by any communications.
5. Once a case is filed, only a Municipal Court Judge, upon recommendation of a prosecutor, has the authority to dismiss the case.
6. The prosecutor reserves the right to subpoena the citizen-complainant and to enforce the subpoena by ordering a peace officer to bring the citizen-complainant to court.
7. An asterisk "*" denotes a required field. If the required fields are not completed in full and with all necessary information, the Marble Falls Prosecutor will most likely not accept your complaint nor proceed with any criminal charges.

I have read and agree to the above requirements.

*Complainant's Signature

*Printed Name

*Date

**AFFIDAVIT BY CITIZEN
NON-TRAFFIC/OTHER VIOLATIONS**

Information about you:

*Your Name: _____

*Address: _____

*City, State, Zip: _____

*Phone Number: _____ *Work Phone Number: _____

Email Address (if any): _____

The Undersigned Affiant Swears to the Following Statement:

Defendant Information:

*Name of Defendant (Person Accused): _____

*Address: _____

*City, State, Zip: _____

*Phone Number: _____ *Work Phone Number: _____

*How did you determine the defendant's name? _____

*Can you identify the defendant (Yes or No)? _____ (If no, it will not be possible to process your complaint)

Description of defendant: Race: _____ Sex: _____ Height: _____

Date of Birth or Age: _____

FACTS ABOUT THE CASE
OFFENSE INFORMATION

*Date of Offense: _____ *Time of Offense: _____

*Location (block number/street name) of Offense (must be in Marble Falls city limits): _____

Type of premises: (public roadway or private property): _____

***What is your complaint? Describe with as much detail as possible (use back of page if more room is needed):**

Use as many pages as necessary to relate fully, fairly and honestly all material facts and circumstances.

Witness Information (if any)

Name of Witness: _____ Phone Number: _____

Address: _____ Work Number: _____

Name of Witness: _____ Phone Number: _____

Address: _____ Work Number: _____

***I SWEAR THAT THE STATEMENTS MADE HERE ARE WITHIN MY PERSONAL KNOWLEDGE AND ARE TRUE AND CORRECT.**

*Complainant's Signature

*Printed Name

*Date

*Sworn to me on this the _____ day of _____, 20_____.

*Deputy Court Clerk / *Court Clerk OR

Notary Public for the State of _____

My Commission Expires: _____

DO NOT WRITE ON THIS PAGE BUT SUBMIT WITH YOUR REQUEST

Received by: _____

Prosecutor Reviewed: _____

Recommendation: _____

Violation (If complaint approved): _____

Judicial Review
(If case is filed and defendant fails to respond to charge)

I have examined the foregoing affidavit and have determined that probable cause exists for the issuance of an arrest warrant for the individual accused therein.

On this the _____ of _____, 20 _____.

Municipal Judge
City of Marble Falls, Burnet County