

Joe Shannon, Jr.
Criminal District Attorney, Tarrant County

Office Use Only

Return to: Economic Crimes Unit
401 West Belknap
Fort Worth, Texas 76196-0201
817-884-1661
817-884-1881 Fax #

ECU # _____
Incident # _____
Into TM By _____
ECFS By _____
GJ Date _____
Case # _____

CRIMINAL OFFENSE INVESTIGATION REFERRAL

1. Complainant

Your name: _____

Home address: _____
street apartment
city state zip code

Birth date: ____/____/____ Driver's License number: _____ State: _____

Home phone: (____) _____ Work phone: (____) _____

Company you represent: _____

Company address: _____
street apartment
city state zip code

E-mail address: _____

2. Person and Company complained about:

Name or names: _____

Home address: _____
street apartment
city state zip code

Company name: _____

Company address: _____
street apartment
city state zip code

Home phone: (____) _____ Work phone: (____) _____

E-mail address: _____

3. Description of person complained about:

Birth date or approximate age: _____ Race: _____ Sex: _____ Height: _____ Weight: _____

General physical description: _____

Driver's license number: _____ State: _____

Auto usually driven: make _____ model _____ year _____ License plate #: _____ State: _____

4. **Names of suspect's companions and employees:**

5. **Offense:**

Nature of Offense: _____
(theft, misapplication of fiduciary property, securing execution of a document by deception, etc.)

Date of Offense: ____/____/____ City offense occurred in: _____

Property taken: _____

Total value of your loss: \$ _____

Have you had any contact with the person since the transaction? _____ (If yes, please specify and detail any promises to correct, excuses, other explanations, as well as any offers or any actual payment of restitution.)

Has any agreement to repay the loss been reached? () Yes () No. If yes, what is the agreement you have made:

How much repayment have you received: _____

How did you first come in contact with the person complained of? (Newspaper ad, telephone call, etc...)

6. **Do you have an attorney handling this case?** () Yes () No

If yes, give the name, address, and phone number of your attorney:

_____ lawyer's name law firm's name

_____ address city state zip phone #

7. List the names of any other agencies (including police) to which you have already made a complaint in this matter, the name of the person contacted, and the date of your complaint, and the incident number of any police report:

8. **Restitution**

If restitution is obtained, how should restitution checks be made payable:

To whose attention should restitution checks be mailed: _____

Title: _____ phone: (_____) _____

To what address should restitution checks be mailed:

street

apartment or suite

city

state

zip code

9. **Narrative**

Please write a detailed statement of the transaction complained of. Include as many specifics as possible (for example, list the names and phone numbers of all witnesses, provide all dates, etc.) Include an explanation of your own efforts to recover your property since the transaction. **USE ADDITIONAL PAPER IF NEEDED. PLEASE ATTACH COPIES (NOT ORIGINALS) OF ANY PERTINENT DOCUMENTS.**

10. List the names, addresses, and phone numbers of any individuals who know additional facts about these transactions:

11. List the names, addresses, and phone numbers of any other individuals who also suffered a monetary loss in these same transactions:

12. List the names, addresses, and phone numbers of individuals who know about other similar transactions with the person complained about:

Please read the following and sign below.

- 1) The district Attorney's Office, by law, can handle only criminal offenses. It can not handle nor give advice in a civil matter.
- 2) The filing of this complaint can result in criminal charges being filed against the person complained of. **NOTE: INTENTIONAL MISSTATEMENT OF FACTS IN THIS COMPLAINT FORM CAN RESULT IN YOUR BEING CHARGED WITH THE OFFENSE OF "FALSE STATEMENT TO A PEACE OFFICER."**
- 3) If criminal charges are filed, the disposition of the charges is up to the District Attorney. Although the Office of the District Attorney will make every effort to recover restitution on your behalf, the charges may be disposed of without restitution being paid to you.
- 4) The filing of a criminal complaint does not preclude you from filing a civil suit on your own behalf and it is recommended that you consult with your own attorney about doing so.
- 5) The District Attorney is not required to dismiss any charges upon your request. Once charges are filed, the District Attorney will only dismiss charges when it is deemed appropriate to do so by this office. **NOTE: UNDER SOME CIRCUMSTANCES, YOUR AGREEING TO DROP CHARGES CAN ITSELF BE A CRIMINAL OFFENSE.**
- 6) It is your responsibility to notify this office of any changes in your address, the amount of restitution owed, or any new information obtained concerning the facts in this case.
- 7) Please return this form to the address listed at the top of page one. Include front and back copies of all the relevant documents, including checks. **DO NOT SEND YOUR ORIGINAL DOCUMENTS UNLESS SPECIFICALLY REQUESTED TO DO SO.** Keep your original documents in a safe place; they may be needed for trial.
- 8) This complaint will be reviewed by an Assistant District Attorney as soon after receipt as possible. You will be notified by mail if it is determined that criminal charges cannot be pursued. If a criminal investigation is begun, you will be notified. Please do not come to the offices of the District Attorney without first scheduling an appointment.
- 9) It normally takes 4 to 6 weeks for a response from this office on your complaint. This depends upon the workload. We process complaints in the order in which they are received. Due to the extremely lengthy time required for this office to obtain financial investigation records, some cases are under investigation for several months. No one can be certain as to how long a matter might take.

(Signature of Complainant)

(Date)