



Instructions for Signing a complaint:

- 1.) Follow the instructions on and complete the Complaint Information Form and Certification in Support of Probable Cause.
- 2.) Return the forms to the Municipal Court, either in person during normal business hours, or place it in an envelope and deposit in the grey drop box in front of the main entrance to the Municipal Building.
- 3.) Once received, a hearing to determine whether or not probable cause exists to issue the complaint will be held.
- 4.) For an indictable offense, the review period may take approximately 90 days. For offenses involving motor vehicle, disorderly persons, or local ordinance violations, the process may take up to two weeks.
- 5.) Once a determination is made on whether or not probable cause exists to issue the complaint, the complainant will be notified by mail. If probable cause **IS NOT** found, no further action is necessary. If probable cause **IS** found, the complainant will be instructed on the next steps by Municipal Court personnel.