



*Office of the
Law Director and City Prosecutor's Office*

*City of Lancaster, Ohio
Terre L. Vandervoort
Law Director & City Prosecutor
P.O. Box 1008
Lancaster, Ohio 43130
740-687-6616*

REQUEST FOR CHARGES

Section 1 Your information:

Person Requesting Charges	
Form Completed by	
Complainant's Social Security No.	
Complainant's Date of Birth	
Complainant's Street Address	
City, State, and Zip Code	
Home Phone Number	
Work Phone Number	
Cell Phone or Pager Number	

Section 2 Information about the person(s) you are requesting charges on:

Name	
Address	
Phone Number	
Relationship to Complainant	
Social Security No. (If Known)	
Date of Birth (If Known)	

Section 3 Procedure for Filing Charges

1. Fill out the attached Intake Form and attach the following:
 - a. A copy of your police report.
 - b. Any witness statements.
 - c. Medical Bills (if applicable).
 - d. Estimates for Damages (if applicable).

2. When you fill out the Intake:
 - a. Be concise, but specific.
 - b. Be truthful. Filing a false report is a criminal offense.

3. A Prosecutor will review the Intake and notify you by mail whether or not there is enough evidence for filing a criminal charge.
 - a. In some cases, there is insufficient evidence to prove beyond a reasonable doubt that the party is guilty of an offense.
 - b. If the Prosecutor determines there is insufficient evidence to file, he or she may:
 - i. Ask for additional evidence.
 - ii. Refer to Mediation Program offered through the Lancaster Municipal Court.
 - iii. Decline charges.
 - c. If the Prosecutor declines charges, you may take the following steps:
 - i. Contact a private attorney about filing a civil suit
 - ii. File in small claims court for claims occurring in Fairfield County for \$15,000 or less

Section 5 Checklist

	YES	NO	
Do you have a relationship to the accused?			What?
Was a 911 call made?			By Whom?
Did you suffer any injuries?			What?
Did you receive medical treatment?			Where?
Was there property damage?			What was damaged? Who does it belong to? Please attach estimate.
Were photos taken?			By Whom?
Were weapons involved?			By Whom?
Were alcohol/drugs involved in this incident?			By Whom?
Were children present?			Name and Age
Do you have children with the accused?			Please List:
Are there any pending domestic relations/ custody cases pending between you and the accused?			List attorney's involved: Case Numbers (if known)
Has the accused ever been charged/convicted of a crime?			What?
Have you ever been charged/convicted of a crime?			What?
Are there prior incidents between you and the accused?			When?

Section 6 Witness List

Witness #1	
Address	
Phone No.	
Relationship to Complainant	

Describe in detail what Witness #1 can testify to:

Witness #2	
Address	
Phone No.	
Relationship to Complainant	

Describe in detail what Witness #2 can testify to:

(List any additional witnesses and their information on the back of this page if necessary.)

Section 7 Sworn Signature

I Swear the Facts contained in this statement are true and correct to the best of my knowledge.

Signature

Date