
Using This Revisable PDF Form

1. Copies
 - a. Original (attached to *original* copy of warrant or summons).
 - b. Copies (if any) dictated by local practice.
2. Prepared by complainant if possible – otherwise by magistrate or court personnel from information from complainant. May be prepared elsewhere. Must be signed and sworn to by the complainant in person. If a law enforcement officer brings in a statement signed by a third person, the law enforcement officer is the complainant and should prepare his own form, sign it and swear to it as the complainant.
3. Attachments
 - a. Form DC-312, WARRANT OF ARREST – FELONY
 - b. Form DC-314, WARRANT OF ARREST – MISDEMEANOR (STATE)
 - c. Form DC-315, WARRANT OF ARREST – MISDEMEANOR (LOCAL)
 - d. Form DC-319, SUMMONS
4. Preparation details

Use of this form is permitted by Rule 3A:3 but not required.

CRIMINAL COMPLAINT

Commonwealth of Virginia

RULES 3A:3 AND 7C:3

1

CITY OR COUNTY

2 General District Court

Juvenile and Domestic Relations District Court

Under penalty of perjury, I, the undersigned Complainant swear or affirm that I have reason to believe that the Accused committed a criminal offense, on or about

3

DATE OFFENSE OCCURRED

in the City County Town

of **4**

I base my belief on the following facts: (Print ALL information clearly.)

5

CRIMINAL COMPLAINT

ACCUSED: Name, Description, Address/Location

10

LAST NAME, FIRST NAME, MIDDLE NAME

COMPLETE DATA BELOW IF KNOWN

RACE	SEX	BORN			HT.		WGT.	EYES	HAIR
		MO.	DAY	YR.	FT.	IN.			

SSN

11

12 Complainant is not a law-enforcement officer or animal control officer. Authorization prior to issuance of felony arrest warrant given by

Commonwealth's attorney

13 Law-enforcement agency having jurisdiction over alleged offense

14

NAME OF PERSON AUTHORIZING ISSUANCE OF WARRANT

15

DATE AND TIME AUTHORIZATION GIVEN

The statements above are true and accurate to the best of my knowledge and belief.

In making this complaint, I have read and fully understand the following:

- By swearing to these facts, I agree to appear in court and testify if a warrant or summons is issued.
- The charge in this warrant cannot be dismissed except by the court, even at my request.

6

NAME OF COMPLAINANT (LAST, FIRST, MIDDLE)
(PRINT CLEARLY)

7

SIGNATURE OF COMPLAINANT

Subscribed and sworn to before me this day.

8

DATE AND TIME

9

CLERK MAGISTRATE JUDGE

Data Elements

1. Jurisdiction name.
2. Check the court to which the case papers will be returned.
3. Date of offense.
4. Jurisdiction in which offense was committed.
5. Facts alleged to show probable cause.
6. Print name of complainant.
7. Signature of person filing the complaint.
8. Date and time when the complaint was sworn to.
9. Signature of person before whom the complaint was sworn to. Check the appropriate title box below the signature line.
10. Name of defendant and location where defendant may be found.
11. Information describing the defendant. These boxes should be completed in whole or in part *only* as to those facts which the complainant is reasonably certain are true. "DOB" means date of birth. "SSN" means Social Security number.
12. If felony arrest warrant to be issued, check this box if complainant is not a law-enforcement officer or animal control officer, and complete Data Element Nos. 16, 17, and 18.
13. Check appropriate box to indicate who gave authorization prior to issuance of felony arrest warrant, if applicable.
14. Insert name of person authorizing issuance of felony arrest warrant, if applicable.
15. Insert date and time authorization was given, if applicable.