



JOHN R. ROACH

CRIMINAL DISTRICT ATTORNEY
COLLIN COUNTY, TEXAS
www.collincountyda.com

Return to: Special Crimes Division
District Attorney's Office
2100 Bloomdale Road, Suite 20004
McKinney, Texas 75071
972/548-4323
Fax: 214-491-4860
Metro: 972/424-1460, extension 4323

Christopher Lee Milner
Assistant District Attorney

Kelley D. Adley
Senior Criminal Investigator

Jennifer Baxter
Legal Secretary

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DUE TO LIMITED INVESTIGATIVE RESOURCES, THE COLLIN COUNTY DISTRICT ATTORNEY'S OFFICE IS NOT PRESENTLY ACCEPTING FOR REVIEW COMPLAINTS INVOLVING FINANCIAL LOSSES UNDER ONE HUNDRED THOUSAND DOLLARS (\$100,000.00). PRIORITY IN REVIEW WILL BE GIVEN TO THOSE REFERRALS WHICH HAVE ALREADY BEEN SUBMITTED TO THE APPROPRIATE LAW ENFORCEMENT AGENCY

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CRIMINAL INVESTIGATION REFERRAL FORM

1. COMPLAINANT:

Your name: _____

Home address: _____

Street

Apartment

City/Town

State

Zip Code

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

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

Company you represent (if any): _____

Business address: _____

Street

Suite

City/Town

State

Zip Code

2. PERSON/COMPANY complained about:

Name(s): _____

Home address: _____

Street

Apartment

City/Town

State

Zip Code

Company name (if any): _____

Business address: _____

Street

Suite

City/Town

State

Zip Code

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

3. DESCRIPTION OF PERSON complained about:

Birth date (or approximate age): ____/____/____

Race: _____ Sex: _____ Height: _____ Weight: _____

General physical description: _____

Driver license number: _____

Auto driven: Make _____ Model _____ Year _____

License plate number _____ State _____

4. NAME(S) OF SUSPECT'S COMPANION(S) AND/OR EMPLOYEE(S):

5. OFFENSE:

Nature of Offense: _____

(Theft, Misapplication of Fiduciary Property, Securing
Execution of Document by Deception, etc.)

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

Property taken: _____

Total value of your loss: \$ _____

Have you had any contact with the person(s) complained of since the transaction in
question? () Yes () No

If "yes," please describe any promises to correct, offers of restitution, restitution
payments, excuses, and/or other explanations provided:

Has any agreement to repay the loss been reached? () Yes () No

If "yes," what agreement have you made? _____

How much repayment, if any, have you received to date? _____

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

6. DO YOU HAVE AN ATTORNEY HANDLING THIS CASE? () Yes () No

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

Attorney's name

Law firm's name

Address

City/Town

State

Zip Code

Office phone: (_____) _____ Office Fax: (_____) _____

7. LIST NAMES AND TELEPHONE NUMBERS OF ANY OTHER AGENCIES (INCLUDING POLICE) to which you have already made a complaint in this matter, including the name(s) of the person(s) contacted, and the date(s) of your complaint(s):

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
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City/Town	State	Zip Code
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9. LIST NAME AND PHONE NUMBER OF ANY INDIVIDUAL who has knowledge of these transactions:

10. LIST NAME AND PHONE NUMBER OF ANY INDIVIDUAL who also suffered a monetary loss in these same transactions:

11. LIST NAME AND PHONE NUMBER OF ANY INDIVIDUAL who has knowledge concerning other similar transactions involving the person(s) complained about:

12. NARRATIVE:

Please write a detailed statement concerning the transaction of which you are complaining. Include as many specific facts as possible (for example, list the names and phone numbers of all witnesses, provide all dates, copies of relevant documents, etc.). Please also include a description of your own efforts, if any, to recover your property since the transactions.

USE ADDITIONAL SHEETS OF PAPER IF NEEDED

PLEASE READ THE FOLLOWING AND SIGN BELOW

- 1) The District Attorney’s Office can only handle criminal offenses. It can not handle a civil matter for you.
- 2) The filing of this complaint could result in criminal charges being filed against the person complained of.

NOTE: THE INTENTIONAL MISSTATEMENT OF FACTS IN THIS CRIMINAL INVESTIGATION REFERRAL FORM COULD RESULT IN YOU BEING CHARGED WITH THE CRIME OF “FALSE STATEMENT TO A PEACE OFFICER.”

- 3) If criminal charges are filed against the person(s) and/or business complained of, disposition of those charges is within the discretion of the District Attorney’s Office. Although this office will make every effort to recover restitution on your behalf, it is possible for criminal charges to be disposed of without full restitution being made to you.
- 4) The filing of a criminal investigation referral form does not preclude you from filing a civil lawsuit of your own. The District Attorney’s Office recommends that you consult with a private attorney of your own choice to determine whether it would be appropriate to initiate any civil litigation.
- 5) The District Attorney’s Office is not required to dismiss pending criminal charges at the request of the complaining witness. Once criminal charges have been filed, the District Attorney’s Office will only dismiss them when it deems it appropriate to do so.

NOTE: UNDER SOME CIRCUMSTANCES, YOUR AGREEMENT TO “DROP” CHARGES COULD ITSELF CONSTITUTE A CRIMINAL OFFENSE.

- 6) It is your responsibility to notify this office of any new information you obtain concerning the facts of this case, or of any changes in your address, telephone number, or the amount of restitution owed.
- 7) Please return this form to the address listed at the top of page one. Include copies of the front and back of all relevant documents, including checks. **PLEASE DO NOT SEND YOUR ORIGINAL DOCUMENTS TO THIS OFFICE UNLESS SPECIFICALLY REQUESTED TO DO SO.** Keep all of your original documents in a safe place, as they may be required as evidence in the event your case proceeds to trial.
- 8) An Assistant District Attorney will review this criminal investigation referral form as soon as possible. You will be notified by mail if a determination is made not to pursue any criminal charges. If a criminal investigation is begun, you will be notified prior to the case being presented to the Grand Jury. If you wish to meet with a member of the Special Crimes Division, and since members of this division are often away from the office in connection with pending investigations, it is recommended that you schedule an appointment before coming to our office.

(Signature of Complainant)

(Date)