

Reformatting Tips for the Sample Criminal Complaint Template (RTF Version)


For WordPerfect Users

The Sample Criminal Complaint Template is provided to you in both Microsoft Word and Rich Text Format (RTF). If you use Microsoft Word, please return to the MN Sample Criminal Complaint Template web page (<http://www.mncourts.gov/?page=1775>) and use that version of the template. The RTF version of the template is an alternate standard format that allows most software users to open the document. However, by providing this template to you in RTF, although none of the content will be lost, many of its page breaks, margin settings, and footer information may be lost.

This brief document provides simple steps for correcting the formatting errors of the template when opened in WordPerfect. It also provides sample screenshots of the same template that is explained in MNCIS Uniform Court Practice #171 (UCP #171). There are six different instances on the template that utilize drop-down menu fields where the user would select one of the options. On the specific page where each one is located, detailed screenshots have been provided to show where they are and how they should look.

After the formatting errors are corrected, to complete the sample template, please follow the *Instructions for the Sample Criminal Complaint Template*, available on the web page referenced above. Prosecutors are free to develop their own template and to vary the location of the data elements so long as the data elements identified in UCP #171 are contained within the complaint or indictment. For more information on the requirements for the use of this template, please refer to UCP #171 located on the web page referenced above.


To Reformat and Use the Template with WordPerfect:

1. Follow the instructions for opening the RTF version of the Sample Criminal Complaint Template, available at <http://www.mncourts.gov/?page=1775>.
2. Using the local copy of the template that you have saved to your computer, if applicable, to unprotect or unlock the template, on the toolbar click the **unlock** or **unprotect** icon 
HINTS: If you cannot see the toolbar with this option, select the *Forms* toolbar from your settings. The *unlock* icon may look different for WordPerfect users.
3. After you have unlocked the template, you can change your margins to fit the contents on each page.
NOTE: When you first open the template in WordPerfect, the content on some pages may spill off the page. By moving the page breaks and adjusting the margins, all content should fit back into its intended spots. For assistance, refer to the screenshots starting on Page 3 of this document.
4. To adjust the template to total the six (6) pages as depicted in UCP #171, you will need to create page breaks, as applicable.
5. In order to utilize the template as depicted in UCP #171, you will also need to make sure that all fields and multiple options in those fields are available, as applicable. For more information, please refer to the screenshots of each page, located starting on Page 3 of this document.

6. The RTF format does not retain the footer information, so at the bottom of each page you may also insert the footer information with page numbers, if desired. This information is in a gray shade (50% or less).



EXAMPLE:

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7. Save the changes that you have made to the reformatted template, renaming the template if necessary.
8. To lock the document again before you begin completing the fields of the template, click the **lock** icon  .
9. You are now ready to use the template. Make a copy of your local version of the template each time you want to create a new criminal complaint, or make sure to save each completed complaint under a different name.
10. When you are ready to complete the template, refer to the *Instructions for the Sample Criminal Complaint Template*, available at <http://www.mncourts.gov/?page=1775>. Press [Tab] or use the mouse to advance among fields. Fields expand to accommodate your text.
11. After the complaint is completed, to save it with a new name, select **File > Save As...**

To Add Additional Rows to Tables:

To add more rows to tables, for example to add more rows for the *Counts* on Page 1, or to add more rows to the *Statute and Offense Grid* on Page 6, the template will need to be unlocked. Please follow the steps below.

1. On the toolbar, click the **unlock** icon  .
2. On the respective page, add/insert additional rows to the table.
NOTES: By adding more rows to any table, the content may run onto the next page. This is okay; your template may now just end up having more pages.
3. Once you are done adding/inserting enough rows, before you continue filling in the complaint, click the **lock** icon  .

Screenshots of Pages 1 through 6

Page 1:

STATE OF MINNESOTA		DISTRICT COURT
COUNTY OF <NAME>		<NUMBER> JUDICIAL DISTRICT
		COURT FILE NO.
		PROSECUTOR FILE NO.

State of Minnesota,
Plaintiff,

v.	<SELECT COMPLAINT TYPE>
<NAME OF DEFENDANT> (DOB: <DEFENDANT DOB>)	<input type="checkbox"/> Summons <input type="checkbox"/> Warrant
<Defendant Address Line 1>	<input type="checkbox"/> Order of Detention
<Defendant City>, MN <Defendant Postal Code>,	<input type="checkbox"/> Amended
Defendant.	<input type="checkbox"/> Tab Charge Previously Filed

The Complainant, being duly sworn, makes complaint to the above-named Court and states there is probable cause to believe that the Defendant committed the following offense(s):

<p style="text-align: center;">COUNT I</p> <p>Charge: <Charge Name> Minnesota Statute: § <Statutes_Charge> Maximum Sentence: <Max Sentence Description></p>
<p style="text-align: center;">COUNT II</p> <p>Charge: <Charge Name> Minnesota Statute: § <Statutes_Charge> Maximum Sentence: <Max Sentence Description></p>
<p style="text-align: center;">COUNT III</p> <p>Charge: <Charge Name> Minnesota Statute: § <Statutes_Charge> Maximum Sentence: <Max Sentence Description></p>

Drop-down menu field. See below for detailed image.

Page 1: Drop-down menu field in detail

State of Minnesota,	
Plaintiff,	
v.	SELECT COMPLAINT TYPE ▼
<NAME OF DEFENDANT> (DOB: <DEFENDANT DOB>)	<SELECT COMPLAINT TYPE>
<Defendant Address Line 1>	CRIMINAL COMPLAINT
<Defendant City>, MN <Defendant Postal Code>.	INDICTMENT
Defendant.	<input type="checkbox"/> Is Charge Previously Filed

The Complainant, being duly sworn, makes complaint to the above-named Court and states that there is probable cause to believe that the Defendant committed the following offense(s):

STATEMENT OF PROBABLE CAUSE

The Complainant states that the following facts establish probable cause:

■

Complainant requests that Defendant, subject to bail or conditions of release, be: (1) arrested or that other lawful steps be taken to obtain Defendant's appearance in court; or (2) detained, if already in custody, pending further proceedings; and that said Defendant otherwise be dealt with according to law.	
COMPLAINANT'S NAME:	COMPLAINANT'S SIGNATURE:
<Name>	
Subscribed and sworn to before the undersigned this [] day of [], 20 [].	
NAME/TITLE:	SIGNATURE:
[]	



Being authorized to prosecute the offenses charged, I approve this complaint.	
Date:	PROSECUTING ATTORNEY'S SIGNATURE
	Name: <Prosecutor Name>
	<Prosecutor Title>
	<Prosecutor Address>
	<Prosecutor Phone Number>
	Attorney Registration #



FINDING OF PROBABLE CAUSE	
<p>From the above sworn fact, and any supporting affidavits or supplemental sworn testimony, I have determined that probable cause exists to support subject to bailor conditions. Defendant's arrest or other lawful type to be taken to obtain Defendant's arrest. If Defendant is already in custody, pending further proceedings. Defendant is charged with the above-stated offense.</p>	
SUMMONS	
<p>THEREFORE YOU, THE ABOVE-NAMED DEFENDANT, ARE HEREBY SUMMONED to appear on the <input type="text"/> day of <input type="text"/> 20<input type="text"/> at <input type="text"/>:00:00 <input type="text"/> AM/PM before the above-named court at <input type="text"/> to answer the complaint.</p> <p>IF YOU FAIL TO APPEAR in response to the SUMMONS, A WARRANT FOR YOUR ARREST WILL BE ISSUED.</p>	
WARRANT	
<p>To the Sheriff of the above-named county, or other person authorized to execute this warrant I hereby order, in the name of the State of Minnesota, that the above-named Defendant be apprehended and arrested without delay and brought promptly before the above-named court (if in session), and if not before a Judge or Judicial Officer of such court without unnecessary delay, and in any event no later than 24 hours after the arrest as soon as such Judge or Judicial Officer is available to be dealt with according to law.</p> <p><input type="checkbox"/> Execute in MN Only <input type="checkbox"/> Execute Nationwide <input type="checkbox"/> Execute in Border States</p>	
ORDER OF DETENTION	
<p>Since the above-named Defendant is already in custody, I hereby order, subject to bailor conditions of release, that the above-named Defendant continue to be detained pending further proceedings.</p>	
<p>Bail: \$ <input type="text"/></p> <p>Conditions of Release: <input type="text"/></p>	
<p>This complaint duly subscribed and sworn to, is served by the undersigned Judicial Officer this <input type="text"/> day of <input type="text"/> 20<input type="text"/>.</p>	
JUDICIAL OFFICER:	SIGNATURE
NAME	
TITLE	
Sworn testimony has been given before the Judicial Officer by the following witnesses:	
COUNTY OF <input type="text"/>	Clerk's Signature or File Stamp:
STATE OF MINNESOTA	
STATE OF MINNESOTA	
Plaintiff,	
vs.	
<input type="text"/>	
Defendant.	
	RETURN OF SERVICE
	I hereby Certify and Return that I have served a copy of this <input type="text"/> upon the Defendant herein named.
	Signature of Authorized Service Agent:

Drop-down menu field. See below for detailed image.

Drop-down menu field. See below for detailed image.

Drop-down menu field. See below for detailed image.

Page 4: Drop-down menu fields in detail

FINDING OF PROBABLE CAUSE

From the above sworn facts, and any supporting affidavits or supplemental sworn testimony, I, the Learning Officer, have determined that probable cause exists to support subject to bail or conditions of release when applicable. Defendant's arrest or other lawful type to be taken to obtain Defendant's appearance in court or Defendant's detention, if already in custody, pending further proceedings. Defendant is therefore charged with the above-stated offense.

SUMMONS

HEREFORE YOU, THE ABOVE-NAMED DEFENDANT, ARE HEREBY SUMMONED to appear on the ##-##-## day of ## month, 20## year, at ##:## AM/PM before the above-named court at ## location details to answer the complaint.

IF YOU FAIL TO APPEAR IN RESPONSE TO THIS SUMMONS, A WARRANT FOR YOUR ARREST shall be issued.

WARRANT

In the Sheriff of the above-named county, or any person authorized to execute this warrant I hereby order, in the name of the State of Minnesota, that the above-named Defendant be apprehended and arrested without delay and taken to the above-named court in ## location details and if not before a Judge or Judicial Officer of such county, and many counties later than 24 hours after the arrest as soon as such Judge or Judicial Officer is available to be dealt with according to law.

Execute Nationwide Execute in Border States

To file name:	05	06	07	08	09	10
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FINDING OF PROBABLE CAUSE

From the above sworn facts, and any supporting affidavits or supplemental sworn testimony, I, the Learning Officer, have determined that probable cause exists to support subject to bail or conditions of release when applicable. Defendant's arrest or other lawful type to be taken to obtain Defendant's appearance in court or Defendant's detention, if already in custody, pending further proceedings. Defendant is therefore charged with the above-stated offense.

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IF YOU FAIL TO APPEAR IN RESPONSE TO THIS SUMMONS, A WARRANT FOR YOUR ARREST shall be issued.

WARRANT

In the Sheriff of the above-named county, or any person authorized to execute this warrant I hereby order, in the name of the State of Minnesota, that the above-named Defendant be apprehended and arrested without delay and taken to the above-named court in ## location details and if not before a Judge or Judicial Officer of such county, and many counties later than 24 hours after the arrest as soon as such Judge or Judicial Officer is available to be dealt with according to law.

To file name:	AM	PM
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COUNTY OF <NAME> STATE OF MINNESOTA	<i>Clerk's Signature or File Stamp</i>
STATE OF MINNESOTA	
Plaintiff,	
vs.	<i>RETURN OF SERVICE</i>
<Name>	<i>I hereby Certify and Return that I have served a copy of this <SELECT COMPLAINT TYPE> on the Defendant</i>
<SELECT COMPLAINT TYPE>	
COMPLAINT	
INDICTMENT	

DEFENDANT DATA / CHARGE SHEET – ATTACHMENT A



DEFENDANT NAME:	<LAST NAME> <FIRST NAME> <MIDDLE NAME>
Defendant alias name(s):	<Alias Names>
Defendant DOB:	<DEFENDANT DOB>
Alias DOB(s):	<Alias DOBs>
Defendant last known address:	<Defendant Address Line 1>
	<Defendant City> MN, <Postal Code>
State ID:	<SID Number>

OTHER DEFENDANT / CASE IDENTIFIERS:			
Fingerprinted?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Handgun permit?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (Issuing Agency: _____)	
Location of Violation:	_____		
IF DRIVING OFFENSE:			
Driver's License	Number: _____	Issuing State: _____	
License Plate	Number: _____	Issuing State: _____	
Accident Type: <i>check all that apply</i>	<input type="checkbox"/> No injury/no damage	<input type="checkbox"/> Property Damage	
	<input type="checkbox"/> Personal Injury	<input type="checkbox"/> Fatality	
Blood Alcohol Concentration (BAC):	_____		



STATUTE AND OFFENSE GRID

Chg Nbr	Statute Type	Offense Degree	Statute Nbr and Text Description	Offense Level	MOC	GOC	Controlling Agency	C Nbr
1	Change [Dropdown] [Dropdown] [Dropdown]	[Dropdown]	[Dropdown] [Dropdown] [Dropdown]	[Dropdown]	[Dropdown]	[Select] [Book ORI Nbr] [Booking] [Amest ORI Nbr] [Amesting]	[Book ORI Nbr] [Booking] [Amest ORI Nbr] [Amesting]	[Cul Nbr] [Booking] [Amest Nbr] [Amesting]
2	Change [Dropdown] [Dropdown] [Dropdown]	[Dropdown]	[Dropdown] [Dropdown] [Dropdown]	[Dropdown]	[Dropdown]	[Select] [Book ORI Nbr] [Booking] [Amest ORI Nbr] [Amesting]	[Book ORI Nbr] [Booking] [Amest ORI Nbr] [Amesting]	[Cul Nbr] [Booking] [Amest Nbr] [Amesting]
3	Change [Dropdown] [Dropdown] [Dropdown]	[Dropdown]	[Dropdown] [Dropdown] [Dropdown]	[Dropdown]	[Dropdown]	[Select] [Book ORI Nbr] [Booking] [Amest ORI Nbr] [Amesting]	[Book ORI Nbr] [Booking] [Amest ORI Nbr] [Amesting]	[Cul Nbr] [Booking] [Amest Nbr] [Amesting]
4	Change [Dropdown] [Dropdown] [Dropdown]	[Dropdown]	[Dropdown] [Dropdown] [Dropdown]	[Dropdown]	[Dropdown]	[Select] [Book ORI Nbr] [Booking] [Amest ORI Nbr] [Amesting]	[Book ORI Nbr] [Booking] [Amest ORI Nbr] [Amesting]	[Cul Nbr] [Booking] [Amest Nbr] [Amesting]
5	Change [Dropdown] [Dropdown] [Dropdown]	[Dropdown]	[Dropdown] [Dropdown] [Dropdown]	[Dropdown]	[Dropdown]	[Select] [Book ORI Nbr] [Booking] [Amest ORI Nbr] [Amesting]	[Book ORI Nbr] [Booking] [Amest ORI Nbr] [Amesting]	[Cul Nbr] [Booking] [Amest Nbr] [Amesting]
6	Change [Dropdown] [Dropdown] [Dropdown]	[Dropdown]	[Dropdown] [Dropdown] [Dropdown]	[Dropdown]	[Dropdown]	[Select] [Book ORI Nbr] [Booking] [Amest ORI Nbr] [Amesting]	[Book ORI Nbr] [Booking] [Amest ORI Nbr] [Amesting]	[Cul Nbr] [Booking] [Amest Nbr] [Amesting]
7	Change [Dropdown] [Dropdown] [Dropdown]	[Dropdown]	[Dropdown] [Dropdown] [Dropdown]	[Dropdown]	[Dropdown]	[Select] [Book ORI Nbr] [Booking] [Amest ORI Nbr] [Amesting]	[Book ORI Nbr] [Booking] [Amest ORI Nbr] [Amesting]	[Cul Nbr] [Booking] [Amest Nbr] [Amesting]
8	Change [Dropdown] [Dropdown] [Dropdown]	[Dropdown]	[Dropdown] [Dropdown] [Dropdown]	[Dropdown]	[Dropdown]	[Select] [Book ORI Nbr] [Booking] [Amest ORI Nbr] [Amesting]	[Book ORI Nbr] [Booking] [Amest ORI Nbr] [Amesting]	[Cul Nbr] [Booking] [Amest Nbr] [Amesting]

Drop-down menu field. See below for detailed image.
IMPORTANT: Each selectable field in this "GOC" column utilizes the same drop down options.

Drop-down menu field. See below for detailed image.
IMPORTANT: Each selectable field in this "Statute Type" column utilizes the same drop down options.

Page 6: Drop-down menu field in detail

STATUTE AND OFFENSE GRID								
Cnt Nbr	Statute Type	Offense Date(s)	Statute Nbrs and Text Descriptions	Offense Level	MOC	GOC	Controlling Agencies	Control Numbers
1	Charge Penalty Other					<Select> N X A C	<Select> -Bool OHI Nbr- Booking -Ans: OHI Nbr- Ans: tng -Bool OHI Nbr- Booking -Ans: OHI Nbr- Ans: tng	<Ctrl Nbr- Booking -Ctrl Nbr- Ans: tng -Ctrl Nbr- Booking -Ctrl Nbr- Ans: tng
3	Charge					<Select>	<Select> -Bool OHI Nbr- Booking -Ans: OHI Nbr- Ans: tng	<Ctrl Nbr- Booking -Ctrl Nbr- Ans: tng
4	Charge					<Select>	<Select> -Bool OHI Nbr- Booking -Ans: OHI Nbr- Ans: tng	<Ctrl Nbr- Booking -Ctrl Nbr- Ans: tng
5	Charge					<Select>	<Select> -Bool OHI Nbr- Booking -Ans: OHI Nbr- Ans: tng	<Ctrl Nbr- Booking -Ctrl Nbr- Ans: tng
6	Charge					<Select>	<Select> -Bool OHI Nbr- Booking -Ans: OHI Nbr- Ans: tng	<Ctrl Nbr- Booking -Ctrl Nbr- Ans: tng
7	Charge					<Select>	<Select> -Bool OHI Nbr- Booking -Ans: OHI Nbr- Ans: tng	<Ctrl Nbr- Booking -Ctrl Nbr- Ans: tng
8	Charge					<Select>	<Select> -Bool OHI Nbr- Booking -Ans: OHI Nbr- Ans: tng	<Ctrl Nbr- Booking -Ctrl Nbr- Ans: tng

IMPORTANT: Each selectable field in the "Statute Type" and "GOC" columns utilizes the same drop down options.