

City of
MAUMEE



PROCEDURE FOR REQUESTING THE PROSECUTOR'S OFFICE TO REVIEW
MATTER FOR CRIMINAL PROSECUTION

You have contacted the Maumee Prosecutor's Office about reviewing a matter for criminal prosecution. This review process requires your strict compliance with the following procedure and responsibilities:

1. Complete the attached forms – **Questionnaire and Statement of Facts**. Please include factual details of the incident and the names of any witnesses.
2. You must make a police report regarding the incident, obtain a copy of the report, then attach it to the completed **Questionnaire and Statement of Facts**.
3. Return the completed forms to: Maumee Municipal Prosecutor's Office,
400 Conant Street, Maumee, Ohio 43537
4. Completion of the attached forms and the filing of a police report do not constitute the filing of a criminal charge. A prosecutor will review the submitted materials.
5. A prosecutor will review the **Questionnaire and Statement of Facts** as well as the police report and any other materials submitted by you. The prosecutor may require an interview with you, witnesses or police personnel during the review process.
6. At the conclusion of the review process, you will be notified whether criminal prosecution has been authorized. If authorized, the Prosecutor's Office will prepare the "Complaint" (charging document) that you will be required to sign in the presence of a court clerk. The Complaint will then be filed in the Maumee Municipal Court. You will be required to appear in court for all proceedings relative to this matter unless otherwise notified by the Prosecutor's Office or court staff.
7. If criminal prosecution is authorized, your failure to cooperate with the Prosecutor's Office or failure to respond to a court subpoena could result in the dismissal of any charge. It is your responsibility to provide the Prosecutor's Office with any change of address or telephone number.
8. Any information including the completed **Questionnaire and Statement of Facts** provided by you to the Prosecutor's Office might be subject to disclosure under the Ohio public records law, the Ohio Rules of Criminal Procedure, the Ohio Rules of Evidence or other Ohio law.

PLEASE RETAIN THIS COVER SHEET FOR YOUR RECORDS

QUESTIONNAIRE

Name: _____

Home Mailing Address: _____

Phone Numbers: _____

Home #

Work #

Cell #

Email Address: _____

Date and Nature of Offense: _____

Location of Offense: _____

City or Township

County

State

- Police Report made with (circle):
- 1) Maumee Police Division
 - 2) Waterville Township Police Department
 - 3) Lucas County Sheriff's Office
 - 4) Ohio State Highway Patrol
 - 5) Toledo Metroparks
 - 6) Toledo Lucas County Port Authority
 - 7) Other: _____

Date Police Report made: _____

Do you know the person(s) involved in this incident? _____

If yes, do you know their name(s): _____

How do you know this person(s): _____

Names, Addresses and Telephone Numbers of Potential Witnesses:

1. _____

2. _____

3. _____

I ACKNOWLEDGE THAT I HAVE READ THE COVER SHEET: "PROCEDURE FOR REQUESTING THE PROSECUTOR'S OFFICE TO REVIEW A MATTER FOR CRIMINAL PROSECUTION"

SIGNATURE

DATE

