

This form is for individuals who wish to file a case or complaint against another individual. Please complete all applicable sections as accurately and completely as possible.

1. Filing Party (Your Information)

- **Full Name:** _____
- **Date of Birth:** _____ / _____ / _____
- **Address:** _____
- **Phone Number:** _____
- **Email Address:** _____

2. Respondent (Person you are filing against)

- **Full Name:** _____
- **Date of Birth:** _____ / _____ / _____
- **Address:** _____
- **Phone Number:** _____
- **Relationship to You:** _____

3. Case Type

(Check all that apply)

- ☐ Civil Matter
- ☐ Criminal Complaint
- ☐ Small Claims
- ☐ Family / Domestic Matter
- ☐ Harassment / Threats
- ☐ Contract / Financial Dispute
- ☐ Property Dispute
- ☐ Other (please specify): _____

4. Description of the Incident(s)

Please describe what happened. Include dates, times, locations, and any relevant details. Attach additional pages if necessary.

5. Date(s) and Location(s) of Incident(s)

- **Date(s):** _____
- **Location(s):** _____

6. Evidence and Documentation

List any evidence you are submitting (e.g., photos, messages, emails, contracts, medical records, police reports).

7. Witness Information (if any)

- **Witness Name:** _____
- **Contact Information:** _____

- Brief Description of What the Witness Observed: _____

8. Prior Actions Taken

Have you previously reported this matter to any authority or organization?

- ☐ No
- ☐ Yes (please explain): _____

9. Desired Outcome or Relief Requested

Please state what you are seeking (e.g., compensation, restraining order, formal charges, mediation).

10. Additional Information

Any other information you believe is relevant to this case:

11. Declaration and Signature

I declare that the information provided in this form is true and accurate to the best of my knowledge.

- **Signature:** _____
- **Printed Name:** _____
- **Date:** _____ / _____ / _____

Note: Submitting this form does not guarantee that a case will be accepted or filed. You may wish to consult a qualified attorney or legal aid organization for advice regarding your situation.