

Kane County Criminal Complaint Form

www.cic.co.kane.il.us/felony

Criminal Complaint System

[Criminal Complaint Form Help File.doc](#)

New Release

[FCISPDe-RE.pdf](#) - New Version as of 02/04/2016

[FCISSAOe-RE.pdf](#) - New Version as of 02/04/2016

[2014-05-14-Packet-ArtV-DNR Citation-With Filing Letter and Printing Instructions-Scanned.pdf](#) - 05/14/14

[2014-05-14-Packet-ArtV-Overweight Citation-with filing letter and printing instructions-Scanned.pdf](#) - 05/14/14

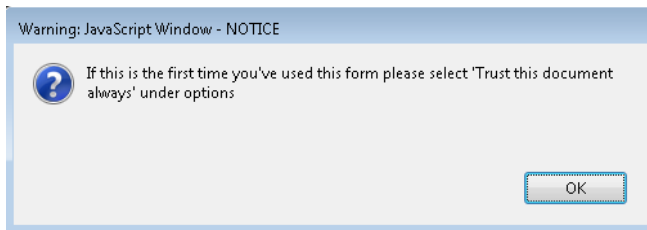
[2014-05-14-Packet-ArtV-Uniform Citation-with filing letter and printing instructions-Scanned.pdf](#) - 05/14/14

To access the newest version of the form, please click on

Police Departments:
[FCISPDe-RE.pdf](#)

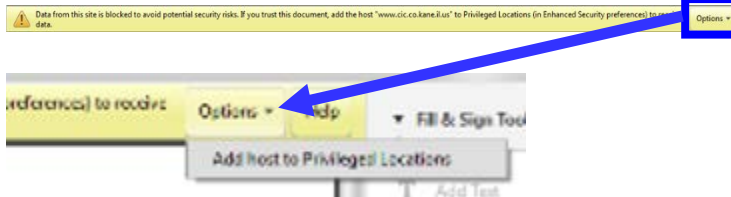
State's Attorney:
[FCISSAOe-RE.pdf](#)

****First time accessing Kane County Criminal Complaint Form ONLY****



The Java Script Window pictured to the left may appear.

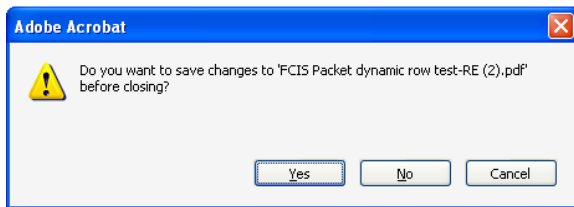
Click **OK**.



The Yellow Bar pictured to the left will appear at the top of the form.

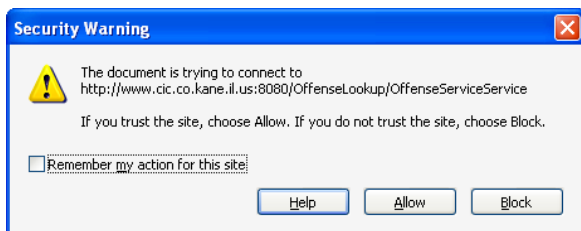
Click on **Options**.

Select **Add host to Privileged Locations**.



If the Adobe Acrobat Warning pictured to the left appears, click **No**.

The form will close. You will need to reopen the form. If this happens, it will only happen the first time the form is accessed on the computer.



Depending upon the Police Department's network, the window to the left may appear after form is reopened.

Click on **Remember my action for this site** and then click the **Allow**.

Police Department Synopsis Sheet

Defendant/Incident Information

Police Agency Code DCN No.

Prepared by

Date of Offense Police Report No.

Time of Offense Authorizing ASA

Place of Offense

Date of Arrest Place of Arrest

Defendant Information

Defendant

Last Name First Name M. I. Title

Street Address City State ZIP

Sex DOB Height ft. in. Weight Hair Eyes Race

Co-Defendant? Yes No

Was a motor vehicle involved? Yes No

The following Traffic citations were issued as part of the arrest

Fill out the top portion of the form with the Incident and Defendant information.

All information that is entered on this form will auto populate the like fields on the New Case Information Sheet and Charging Documents.

Offense Section

Authorized Charges	Misdemeanor or Felony	Chapter & Section	Class
Click here for: <input type="checkbox"/> Attempt <input type="checkbox"/> Conspiracy <input type="checkbox"/> Drug Conspiracy <input type="checkbox"/> Solicitation Victim <input type="text"/> Race <input type="text"/> Sex <input type="text"/> DOB <input type="text"/> MM/DD/YY <input type="text"/>			
Search By: <input type="radio"/> ILCS Number <input checked="" type="radio"/> Offense Title TYPE ILCS# OR TITLE HERE <input type="button" value="Click Here to Search"/>			
<input type="button" value="Click the drop down to view search results"/> <input type="button" value="Clear Search"/> <input type="button" value="Click to Insert"/>			
<div style="border: 1px solid black; padding: 2px;"> 720 ILCS 5/16-25 - RETAIL THEFT - Class 720 ILCS 5/16-25(a)(1) - RETAIL THEFT/DISPLAY MERCHANDISE/<\$300/PREVIOUSLY CONVICTED - Class 4 720 ILCS 5/16-25(a)(1) - RETAIL THEFT/MOTOR FUEL/<\$150/PREVIOUSLY CONVICTED - Class 4 720 ILCS 5/16-25(a)(1) - RETAIL THEFT/DISPLAY MERCHANDISE/>\$300 - Class 3 720 ILCS 5/16-25(a)(1) - RETAIL THEFT/MOTOR FUEL/>\$150 - Class 3 720 ILCS 5/16-25(a)(1) - RETAIL THEFT/DISPLAY MERCHANDISE/<\$300 - Class A 720 ILCS 5/16-25(a)(1) - RETAIL THEFT/MOTOR FUEL/<\$150 - Class A 720 ILCS 5/16-25(a)(2) - RETAIL THEFT/SWITCH PRICE/<300/PREVIOUSLY CONVICTED - Class 4 720 ILCS 5/16-25(a)(2) - RETAIL THEFT/SWITCH PRICE/FUEL/<150/PRIOR - Class 4 </div>			
<input type="button" value="Click the drop down to view search results"/> <input type="button" value="Clear Search"/> <input type="button" value="Click to Insert"/>			
<input type="button" value="Click the drop down to view search results"/>			
720 ILCS 5/16-25(a)(1) - RETAIL THEFT/MOTOR FUEL/<\$150 - Class A			

Search with Statute or Offense Title.

Click on **Click here to Search.**

Click on to view results.

Scroll until desired Offense is found. Select correct Offense.

To add charge to Charging Documents, Click on **Click to Insert.**

Authorized Charges	Misdemeanor or Felony	Chapter & Section	Class
Click here for: <input type="checkbox"/> Attempt <input type="checkbox"/> Conspiracy <input type="checkbox"/> Drug Conspiracy <input type="checkbox"/> Solicitation Victim <input type="text"/> Race <input type="text"/> Sex <input type="text"/> DOB <input type="text"/> MM/DD/YY <input type="text"/>			
Search By: <input type="radio"/> ILCS Number <input checked="" type="radio"/> Offense Title TYPE ILCS# OR TITLE HERE <input type="button" value="Click Here to Search"/>			

If charge is an Attempt, Conspiracy, or Solicitation select correct amend **AFTER** inserting charge.

Offense Section continued

RETAIL THEFT/MOTOR FUEL />S150 **CF** **720 ILCS 5/16-25(a)(1)** **3**
 Click here for: Attempt Conspiracy Drug Conspiracy Solicitation
 Victim Race Sex DOB MM/DD/YY
X ▲ ▼

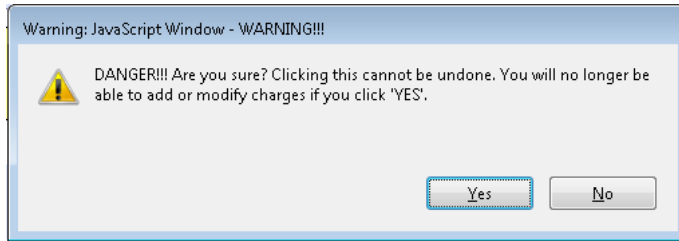
CONTINUE ADDING CHARGES
FINISHED ADDING CHARGES

Charges must be in class order, with highest offense listed first. If the charges were not entered in class order, use the **up/down** arrows to correctly arrange counts.

If an incorrect charge was added, click on the red **X** to delete the charge.

To add additional charges, click on **CONTINUE ADDING CHARGES**.

After all charges have been inserted, click on **FINISHED ADDING CHARGES**.



After clicking on **FINISHED ADDING CHARGES**, the warning to the left will appear.

After Yes is selected, the charges cannot be added, modified, or deleted.

Synopsis Facts

Synopsis Facts

Enter the details of the incident here. This field will expand to the length needed.

Party Information

Witness or Victim	Name and Address	Phone Number
▼		
▼		
▼		
Investigating Officer(s)		Badge #
Name	Address	▼
Name		

Enter the Witness/Victim and investigating Officer(s) Information here.

New Case Information Sheet

PEOPLE OF THE STATE OF ILLINOIS _____

A Municipal Corporation, Plaintiff,

VS.

DEFENDANT'S NAME (LAST)	(FIRST)	(MI)	(TI)
Criminal	Joe		
DEFENDANT'S ADDRESS			
123 Overthere	Somewhere	IL 60506	
DEFENDANT'S PHONE		DEFENDANT'S DOB	
<input style="border: 2px solid blue;" type="text"/>		01 01 1970	

DEFENDANT'S PHYSICAL DESCRIPTION BELOW

RACE	SEX	HEIGHT	WEIGHT	EYES	HAIR
A	M	5 ft. 9 in.	234	Black	Black <input type="button" value="v"/>

PHYSICAL MARKS OR SCARS
DEF DRIVER'S LIC NO
COMPLAINANT'S NAME
COMPLAINANT'S ADDRESS
COMPLAINANT'S PHONE

Case No. _____

DCN No. _____

**IN THE CIRCUIT COURT FOR THE
SIXTEENTH JUDICIAL CIRCUIT
KANE COUNTY, ILLINOIS**

**NEW CASE
INFORMATION SHEET**

Was a motor vehicle involved? Yes No

The following Traffic citations were issued as part of the arrest

ALLEGED OFFENSE	CITATION	CLASS
RETAIL THEFT/MOTOR FUEL >=\$150	720 ILCS 5/16-25(a)(1)	3
ALLEGED OFFENSE	CITATION	CLASS
ALLEGED OFFENSE	CITATION	CLASS
ALLEGED OFFENSE	CITATION	CLASS
ALLEGED OFFENSE	CITATION	CLASS
ALLEGED OFFENSE	CITATION	CLASS
ALLEGED OFFENSE	CITATION	CLASS
ALLEGED OFFENSE	CITATION	CLASS
ALLEGED OFFENSE	CITATION	CLASS
ALLEGED OFFENSE	CITATION	CLASS
ALLEGED OFFENSE	CITATION	CLASS
ALLEGED OFFENSE	CITATION	CLASS
ALLEGED OFFENSE	CITATION	CLASS
ALLEGED OFFENSE	CITATION	CLASS
AMOUNT OF BAIL	BOND TYPE	ILCS LOCAL ORDINANCE
DATE OF OFFENSE		
01/01/16		
NEXT COURT DATE	HOUR	JUDGE
COURT LOCATION AND ADDRESS		
Kane County Judicial Center, 37W777 Rt. 38, St. Charles, IL <input type="button" value="v"/>		
ROOM NUMBER-		
POLICE AGENCY	POLICE REPORT NO.	
Aurora PD	123456789	
AUTHORIZING ASA	PREPARED BY	
ASA Attorney	Officer Preparer	

Information entered on the Police Department Synopsis will auto populate the New Case Information Sheet.

If changes to the auto-populated information need to be made, all changes must be done on the Police Department Synopsis Sheet.

The fields outlined in **BLUE** do not auto-populate and need to be filled out.

Count Paperwork

IN THE CIRCUIT COURT FOR THE SIXTEENTH JUDICIAL CIRCUIT KANE COUNTY, ILLINOIS CRIMINAL DIVISION

PEOPLE OF THE STATE OF ILLINOIS VS

Plaintiff

Defendant

Case No. _____

Complaint

COUNT 01

In the name and by the authority of the People of the State of Illinois, the Kane County State's Attorney charges that on or about _____, the above named defendant committed the offense of

STATUTE PREVIOUSLY SELECTED WILL APPEAR HERE

(Title of charge)

(class)

in violation of _____ of the Illinois Compiled Statutes, as amended in that defendant,

(Charging language.)

Language provided by the Kane County State's Attorney's Office will appear here.

Please make sure to review all pre-populated text and modify as needed.

Look for *** in text where text needs to be deleted or < > where text needs to be modified (Ex: <date>)

If 'No language available' appears here, please be sure to enter text relating to the charge.

All of the foregoing occurred in Kane County, Illinois

The foregoing information is subscribed and sworn to before me

On _____ (date)

Notary

Signed _____

Complainant

Order

IN THE CIRCUIT COURT FOR THE SIXTEENTH JUDICIAL CIRCUIT
KANE COUNTY, ILLINOIS
CRIMINAL DIVISION

Case No. _____
PEOPLE OF THE STATE OF ILLINOIS VS Joe Criminal
Plaintiff Defendant

ORDER

- The Defendant appearing before this Court by Video / or in person,
or
- The Defendant is not in custody and the people hereby request a warrant be issued for the defendant.

It is hereby found and ordered that:

- The Defendant has been arrested without a warrant, has been afforded a bond call and the Court finds probable cause for the arrest and detention.
- The Defendant has been arrested on an outstanding warrant and has been afforded a bond call.
- No probable cause is found in this matter.
- Rights, penalties and trial in absentia have been explained to the defendant.
- Foreign National Admonishment given. (FNA) (FOR JUDGE ONLY)
 - Defendant requests notice given and/or contact made with consular
 - Defendant makes no request that notice be given or contact made
- Probable cause has been found for the issuance of a warrant for the arrest of the Defendant in this matter.

BAIL is set in the amount of _____ BOND TYPE _____

Geographic limitations to apply as set by currently applicable General Order, except as follows:

INITIAL Court appearance is set for _____, at _____ before the Presiding Judge as may be sitting in Room _____, Kane County Judicial Center, 37W777 Route 38, St. Charles, Illinois.

Entered: (Date) _____ Judge _____

This form should be left blank. This will be filled out by the Judge in court.

Select **Email to Clerk** to submit documents to the Kane County Circuit Clerk's Office for filing.

After emailing the completed Complaint Form to the Circuit Clerk's Office, select **Print** to print out the Complaint Form. These will be the **Original Documents** for the court file. They will need to be signed and notarized.

Be sure to bring originals to court.

Emailing to Clerk

To: crimclerk1; COS Pretrial Email; SAOBOND
Cc: _____
Subject: Complaint
Attached: FCISPD-e-RE.pdf (76 KB)

Complaint

The attached file is the filled-out form. Please open it to review the data.

The email Subject Line defaults with Complaint.

Please change Subject Line appropriately if the charging documents are for **Bond Call**, a **Warrant, Warrant and Sealing**, or **Sealing/Impound**.

Type any comments in the body of the text (Ex: Please email Case Number.).

Please email Monica Lawrence at: lawrencemonica@co.kane.il.us or Samantha Sell at: sellsamantha@co.kane.il.us with any questions or issues with the Complaint Form.

Complaint Form Troubleshooting

Please wait...

If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.

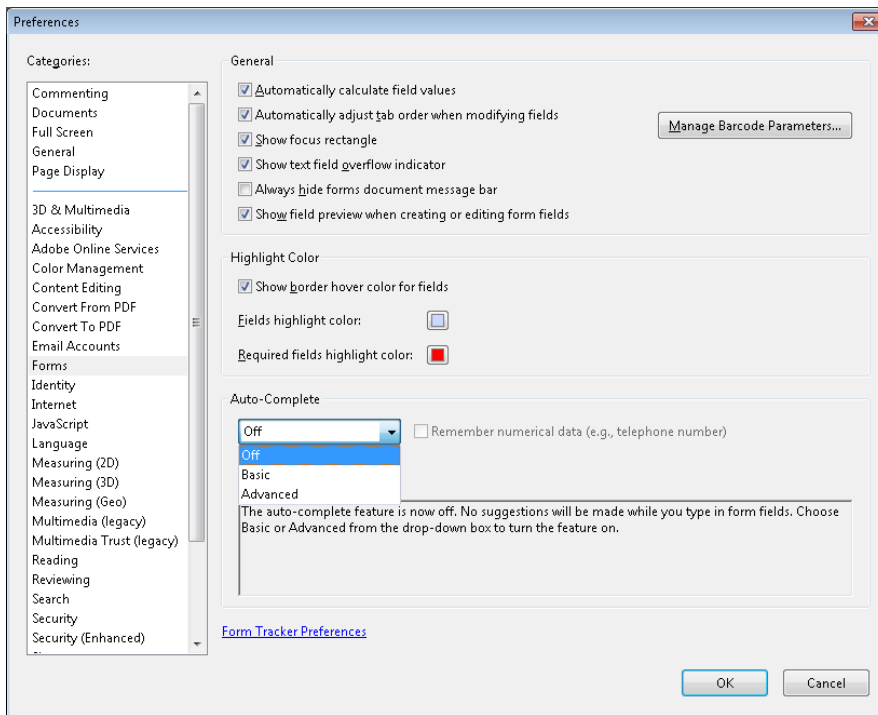
You can upgrade to the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting <http://www.adobe.com/products/acrobat/readstep2.html>.

For more assistance with Adobe Reader visit <http://www.adobe.com/support/products/acroreader.html>.

Windows is either a registered trademark or a trademark of Microsoft Corporation in the United States and/or other countries. Mac is a trademark of Apple Inc., registered in the United States and other countries. Linux is the registered trademark of Linus Torvalds in the U.S. and other countries.

If the screen shown to the left appears, you may not be accessing the Criminal Complaint using its optimal browser.

Please be sure to access the Criminal Complaint Form using Internet Explorer.



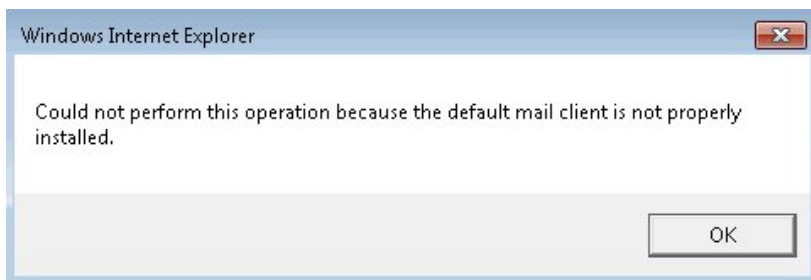
If Auto Complete is defaulted to ON in Adobe Reader, you could have issues filling out this form. Auto Complete needs to be off to fill out the form.

To turn Auto Complete off, open Adobe Reader.

Select **Edit**.

Go to **Preferences**, then **Forms**.

The screen to the left will appear. Under **Auto-Complete** choose **Off**.



If this error appears when trying to click the Email to Clerk button, it means that there is not an email application set up on the computer.

Please contact your Police Department's IT department to have an email client set up.