

Kane County Criminal Complaint Form

Please access the form at:

<https://cic.countyofkane.org/felony>



If there are any issues accessing the form, please contact:

Monday – Friday 7a.m. to 7p.m.

Monica Lawrence: LawrenceMonica@KaneCountyIL.gov

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Sarah Schilke: schilkesarah@KaneCountyIL.gov

Deb Chan: chandeb@KaneCountyIL.gov

After Hours

Monica Lawrence: 630-669-1296

For User Name and Passwords:

Contact SAO Authorization hotline

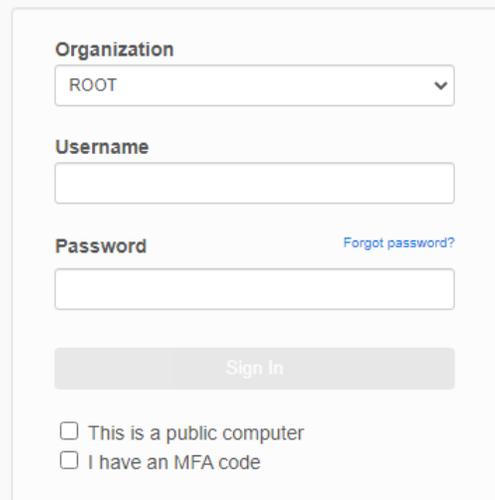
Signing in

From our website page, you will click on the Kane County Criminal Complaint. This form can be used if Count One is a Criminal Felony (CF), Criminal Misdemeanor (CM) or Domestic Violence (DV).

[Kane County Criminal Complaint](#)

This will take you to a Laserfiche page for you to add your Agency assigned User Name and Password

Laserfiche



The screenshot shows a login form with the following fields and elements:

- Organization:** A dropdown menu with "ROOT" selected.
- Username:** A text input field.
- Password:** A text input field with a "Forgot password?" link to its right.
- Sign In:** A button.
- This is a public computer
- I have an MFA code

©2022 [Laserfiche](#)

Once entered, press enter and it will take you to the form.

Police Department Synopsis Sheet

Defendant/Incident Information

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

Fields marked with an asterisk (*) are required.

The Complaint Type is used to notify the Court, if you released the defendant or if you are bringing them to Court for Conditions or Detention.

Email: Please make sure that you put in a good email address. This address is used to send you your copy of the complaint, along with a **Case Number and Judge Assignment**. The complaint will need to be printed, signed, and submitted to the circuit clerk as the originals

Date of Offense – if you only have 1 offense date – only fill out the first box. If the offense(s) were over a span of time – then fill out both. We are also trying to capture a couple of additional fields as well – if you are able to capture the information– ethnicity, phone numbers and email addresses.

Synopsis Sheet	New Case Information Sheet	Complaint Count(s)
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POLICE DEPARTMENT SYNOPSIS SHEET

Complaint Type *

Notice to Appear Court for Conditions/Detention Summons Warrant Seal the Case

Police Agency *	Code	DCN No.	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Preparer Badge # *	Prepared by *	Email *	Authorizing ASA
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Place of Offense	Date of offense *	Time of Offense	
<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/> AM <input type="text"/>	
Police Report No.	Place of Arrest	Date of Arrest	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Defendant Information

Defendant:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Last Name	First Name	MI.	Suffix	
<input type="text"/>				
Street Address 1				
Add address line				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
City	Height	State	ZIP	DOB
<input type="text"/>	<input type="text"/> ft. <input type="text"/> in.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sex	Weight	Hair	Eyes	Ethnicity
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race	Scars, Marks, Tattoos			
<input type="text"/>	<input type="text"/>	Home <input type="text"/>	<input type="text"/>	Ext.
Driver's License Number	Driver's License State	Phone Type	Phone Number	Ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>			

Notice to Appear

When choosing the 'Notice to Appear' radio button a new tab will appear at the end of the documentation.

Synopsis Sheet	New Case Information Sheet	Complaint Count(s)	Notice to Appear
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POLICE DEPARTMENT SYNOPSIS SHEET

Complaint Type *

Notice to Appear Court for Conditions/Detention Summons Warrant Seal the Case

Summons/Warrant/Seal the Case

If Summons, Warrant, and/or Seal the Case are marked, the Judge will need to sign an additional order before any Summons or Warrant will be issued, or the case is sealed.

POLICE DEPARTMENT SYNOPSIS SHEET

Complaint Type *

Notice to Appear Court for Conditions/Detention **Summons** **Warrant** **Seal the Case**

Offense Section

If there are Traffic citations related to the Felony or Misdemeanor charges, list the citation numbers here. Please remember to submit the original citations with the complaint documents.

The following ORIGINAL traffic citations will accompany this criminal complaint (Please list the citation numbers):

If the Complaint includes **only** Misdemeanor and Traffic offenses and they will be filed as local charges, select the *Yes* checkbox.

For Misdemeanor or Traffic Offenses ONLY: Will these charges be filed as Local offenses? Yes

Adding the Charges:

Offenses can be searched by the ILCS Number (statute) or Offense Title. Type the search criteria in the grey search field. Then click Search.

The search is limited to 100 offenses. If the charge that you are looking for does not appear when searching with the offense title, use the statute search for a more accurate search.

For each offense:

- If it is being charged as an attempt, conspiracy, solicitation, etc., select the appropriate option.
- Indicate the victim information for each offense.

Incident Information:

Continue filling out the Synopsis Facts, Witness and Victim information and the Investigating Officer information. The synopsis will expand across multiple pages.

Synopsis Facts

Witness or Victim	Name and Address	Phone Number
▼		
▼		
▼		

Investigating Officer(s)

Name	Address	Badge #
Name		Badge #

The verification section does not need to be filled out before submitting the form to the clerk. The originals will need to be signed and notarized.

Click **Next** to continue to the New Case Information Sheet.

Verification

I, the undersigned police officer/witness, on oath state that I have examined the above synopsis of this case, of which I have personal knowledge and or obtained information from other police officers or police reports, and the contents are true and correct.

SUBSCRIBED AND SWORN TO before me this

(Date)

Police Officer/Witness

NOTARY PUBLIC/JUDGE

Previous Next

If the DCN Number on the Synopsis Sheet was left blank, a warning will appear. If the DCN Number is available, please enter this number. If it is not available, this warning can be bypassed. Click **Okay** to proceed to the New Case Information Sheet. Scroll to the bottom and click Next again.

Warning

The DCN Number is left blank, please provide field information before submitting.

Okay

New Case Information Sheet

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

Case No. _____

DCN No. L5454646546

NEW CASE INFORMATION SHEET

Was a motor vehicle involved?

Yes No

The following ORIGINAL traffic citations will accompany this criminal complaint (Please list the citation numbers):

List citation numbers on Synopsis Sheet

ALLEGED OFFENSE(S) BELOW

ALLEGED OFFENSE	CITATION	CLASS
AGGRAVATED BATTERY GREAT BODILY HARM	720 ILCS 5/12-3.05(a)(1)	3
RESIST OR OBSTRUCT OFFICER	625 ILCS 45(2-4)(a)	A

A Municipal Corporation, Plaintiff,

VS.

DEFENDANT'S NAME (LAST)	(FIRST)	(M.I.)	(TI)
Schmo	Joe		
DEFENDANT'S ADDRESS			
123 There Over There, IL 60506			
DEFENDANT'S PHONE		DEFENDANT'S DOB	
		12/18/1975	

DEFENDANT'S PHYSICAL DESCRIPTION BELOW

RACE	SEX	HEIGHT	WEIGHT	EYES	HAIR
B	M	5 ft. 5 in.	115 lb	Brown	Blond
PHYSICAL MARKS OR SCARS					
DEF DRIVER'S LIC NO.					

COMPLAINANT'S NAME	<input type="checkbox"/> Copy Investigating Officer's Info
COMPLAINANT'S ADDRESS	
COMPLAINANT'S PHONE	

AMOUNT OF BAIL	BOND TYPE	<input type="checkbox"/> ILCS	<input type="checkbox"/> LOCAL ORDINANCE
\$			
DATE OF OFFENSE			
12/12/21			
NEXT COURT DATE	HOUR	JUDGE	
COURT LOCATION AND ADDRESS			
ROOM NUMBER			
POLICE AGENCY		POLICE REPORT NO.	
Aurora Police Department		65465-64654	
AUTHORIZING ASA		PREPARED BY	
State Attorney		Ofc that will receive the Complain	

CITY OR VILLAGE OF
PEOPLE OF THE STATE OF ILLINOIS

Use the drop-down to select
City of Village of for Local charges OR
People of Illinois for State charges

Some of the information entered on the Synopsis Sheet will auto-populate the New Case Information Sheet.

If the field is in grey, this information must be modified on the Synopsis Sheet.

Any field in blue, will need to be filled out.

If the Complainant is the Investigating Officer, click the checkbox to import the officer's information

After filling out the necessary information, click **Next** to view the Complaint Counts.

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[Next](#)

The top part of the complaint will auto populate with information entered on the synopsis form.

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

VS

Plaintiff JOE SCHMO
Defendant

Case No. _____

Complaint
COUNT 1

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

AGGRAVATED BATTERY GREAT BODILY HARM

(Title of Charge) **3**
(Class)

in violation of 720 ILCS 5/12-3.05(a)(1) of the Illinois Compiled Statutes, as amended in that defendant,

The offense date will auto-fill. If the offense date is different for each count enter the correct offense date for each offense. This field is required.

If charging language has been provided, it will appear in the Charging language section. More than likely there will be text that needs to be modified. Read the prepopulated text and modify it as needed.

Be sure to remove all special characters and brackets (< >).

(Charging language.)

knowingly resisted* the performance of <name> of an authorized act within his official capacity, being the arrest of <name>, knowing <name> to be a peace officer** engaged in the execution of his official duties, in that he pushed, shoved and bit <name>***.*or obstructed**or a correctional institution employee***specify acts

The notary and complainant sections on the last count of the complaint will not be signed before submitting. Sign and date the originals that are filed with the circuit clerk's office.

Notice to Appear

If the box for 'Notice to Appear' was marked, you will need to fill out the Notice to Appear paperwork. After you receive your packet, fill out the Notice to Appear with the Judge and courtroom location. Make the necessary copies as needed. The original signed copy is to be filed with the clerk.

Synopsis Sheet	New Case Information Sheet	Complaint Count(s)	Notice to Appear
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IN THE CIRCUIT COURT FOR THE SIXTEENTH JUDICIAL CIRCUIT
KANE COUNTY, ILLINOIS
CRIMINAL DIVISION

Case No. _____

VS

Plaintiff

Defendant

NOTICE TO APPEAR

You, the above named defendant, are hereby notified to appear at the following court date on _____ at

_____ AM in room _____ of the

- Kane County Judicial Center, 37W777 Route 38, St. Charles, in Room
- Kane Branch Court, 530 S. Randall Rd., St. Charles
- Aurora Branch Court, 1200 E. Indian Trail, Aurora
- Elgin Branch Court, 150 Dexter Ct., Elgin

If you Fail to Appear, the court may issue a Summons or Warrant for your arrest.

This Complaint and Notice to Appear was personally served on the above named defendant on _____

This Complaint and Notice to Appear was mailed to the defendant address that was given.

Entered:

10/13/23

(Date)

Sign

(Signature of Peace Officer)

Previous

Next

Submit

Click on the Submit button either on the last page of the complaint or at the bottom of the Notice to Appear.

If there are any errors on the form, after clicking Submit, you will be brought to the errors.

If any of the fields on the Synopsis Sheet with an asterisk are not filled in, they will indicate that a value is required. Be sure to select the correct Complaint Type.

The screenshot shows a web form with several validation errors. The 'Prepared by' field has a red error bar that says 'Value is required.'. The 'Police Agency' dropdown menu also has a red error bar that says 'Value is required.'. The 'Complaint Type' section, which includes radio buttons for 'Notice to Appear', 'Court for Conditions/Detention', 'Summons', 'Warrant', and 'Seal the Case', has a large red error bar that says 'Value is required.'. The 'Email' field, which contains the text 'johndoe', has a red error bar that says 'Please enter an email address.'.

It is important to enter a valid email address. The complaint documents are not created until *after* it is submitted to the circuit clerk's office. The email address provided will receive a copy of the complaint documents. This is also the email that will receive the case number from the clerks after it is initiated. Other required fields: City/Village field on the New Case Information Sheet (if the case is filed as a Local charge); the Date of Offense field on each Complaint Count page.

If there are any special characters in the charging language on the complaint count(s), they will need to be removed. The captcha can time out if the submit button is not clicked soon after verifying the captcha. If this happens, simply re-

The screenshot shows a text input field with a red error message. The text inside the field is: "Defendant, while committing a battery, in violation of Chapter 720 ILCS, Section 5/12-3, knowingly, without legal justification caused great bodily harm to <victim>, in that he/she (describe acts.)". The error message at the bottom of the field reads: "One or more form fields contain illegal character combinations (e.g., "&#" or '<' next to (a-z, /, ?, !)"). Please remove these characters before submitting the form."

verify by clicking the checkbox again.

