

Laser Fax

Modification 5
Modification 5.65
February 26, 2008

COMPLAINT/INCIDENT NUMBER

Beginning today, the Complaint/Incident No. field on the Criminal Court Case Entry screen is a required field. This change is necessary for the warrant exchange project because PSP's CLEAN (Commonwealth Law Enforcement Assistance Network) and the Federal NCIC (National Crime Information Center) databases require an entry.

Law enforcement has told AOPC that this is a mandatory field for officers to complete. But, if you receive complaints without an assigned number, record "NONE" in the Complaint/Incident No. field on Criminal Court Case Entry, and inform the filer he/she needs to provide this number.

POLICE CRIMINAL COMPLAINT FORM (AOPC 412A-Rev. 12/07) **UPDATE**

In response to suggestions from court staff and law enforcement, AOPC made the following changes to the Police Criminal Complaint form.

- ? The text size for the data fields have been increased from 8pt to 11pt. Additionally, the font has been change to UPPERCASE for all data fields except narrative fields such as the Statute Description/Acts of the Accused Associated with the Offense section. This change should allow for better readability overall including on faxed copies of the form.
- ? A new "Offense Continuation Page" is now available to allow officers to continue statute descriptions on to another page, if needed. The officers should reference the Offense # when continuing a statute description on this page.
- ? A new "Affidavit Continuation Page" is now available to allow officers to continue their Affidavit of Probable Cause to this page.
- ? As a result of the new "Affidavit Continuation Page", pagination (Page 1 of ____) has been added to the Affidavit of Probable Cause form (AOPC 411C-Rev. 12/07).

The updated Word and PDF forms are available for officers on Pennsylvania's Unified Judicial System web site (www.courts.state.pa.us) under the "UJS Forms" section. PDF versions of the forms can be accessed by court staff via the MDJS Portal under the Forms Link.