

FILING A PRIVATE COMPLAINT

A Resource for Litigants In Person

Did you know that someone can file a complaint at the District Courts or Children Court for a criminal charge to be brought against another person? This is called a *private complaint*.

Swipe through to learn about the steps for filing a private complaint.



This information has been brought to you through a joint project of the Judiciary of Trinidad and Tobago, the United States Department of State Bureau of International Narcotics and Law Enforcement Affairs, and the National Center for State Courts.

STEP 1:

CALL OR EMAIL THE DISTRICT COURT

You will need to provide:

- ✓ your contact information
- ✓ the contact information of the person that the complaint is being filed against (the defendant)
- ✓ a brief description of the complaint or issue

Contact the Children Court if the private complaint is against a child (persons under the age of 18).



STEP 2:

COMPLETE AN INTERVIEW

A Justice of the Peace attached to the District Court will contact and interview you, usually over the phone, to receive all details for the application.

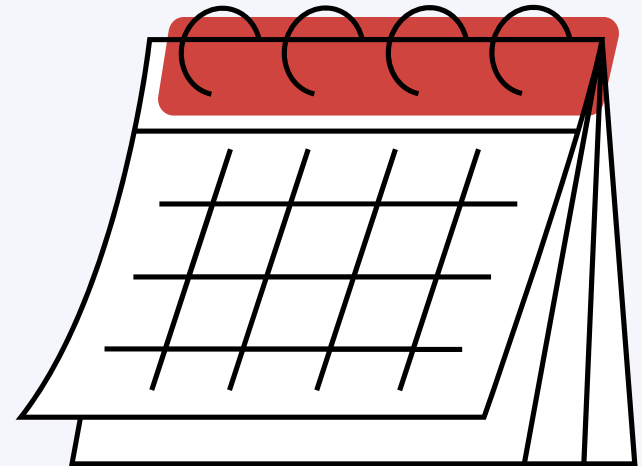


STEP 3:

GET A HEARING DATE

The Court will prepare your complaint and give you a date for the hearing. It will then issue a document called a **summons** to the person against whom the complaint was made.

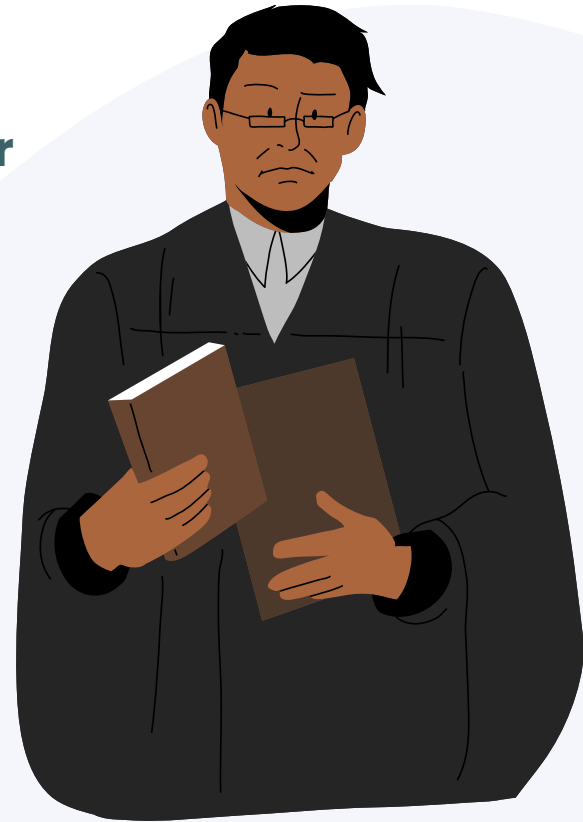
The summons will notify the defendant of the court hearing and give instructions for their attendance. It will be delivered or 'served' by the police.



STEP 4:

ATTEND THE HEARING

At the Court hearing, the Judge, Master or Magistrate will decide the charges to be made, if any, against the Defendant.





For more information about filing a private complaint, contact the District Court nearest you, call the Judiciary's Contact Centre or visit www.ttlawcourts.org/self-help.



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