

City of Ashville Municipal Court

211 8th Street
P.O. Box 70
Ashville, AL 35953
(P): (205) 594 – 4151
(F): (205) 594 – 4292

It is my responsibility, as a magistrate, to make sure you are fully aware of the consequences of the action you are about to take.

1. You will be placed under oath. This means that you swear or affirm that the information contained in your complaint is true to the best of your knowledge. The sworn oath is a way of emphasizing that your action is of lasting consequence, not just a convenient method of letting off steam.
2. The person you are signing a complaint against is going to be arrested, brought to the jail, fingerprinted, photographed, and processed. When the person is fingerprinted, he or she will have an ABI/ FBI record number.
3. He or she is entitled to make bond.
4. Once you sign the complaint, the legal process is initiated. The case becomes the “City of Ashville” versus the defendant. At this time, the complainant becomes a witness for the city. Charges may not be dropped after the complaint is signed.
5. A defendant convicted of violating a municipal ordinance in municipal court has the right to a trial by jury, upon written demand to the circuit court. If the person you sign a complaint against is found guilty, he or she may file an appeal.
6. Court is held the second Monday of each month at 1:00 PM, unless otherwise noted. When the defendant makes bond, he or she will be given a court date. At this time, the court clerk will notify you of the date your case will be heard. You are required to be present in court on that specified date and time.
7. The criminal court is not a collection agency. The purpose of signing a complaint is to punish the person for the crime that he or she has allegedly committed. The Judge can order restitution. Restitution will be collected, if possible.

Malicious prosecution has been explained to me by the magistrate. I understand the possible liability of signing this complaint.

Magistrate/ Date

Complainant/ Date
