

# How do I file criminal charges?

## For misdemeanor offenses:

In the Commonwealth of Kentucky, prosecution for misdemeanors in which an arrest was not or could not be made is accomplished by contacting your local county attorney and filing a written complaint. This complaint will contain a brief statement of facts and set forth the crimes that the defendant is alleged to have committed. Such facts might include a list of witnesses or detailed information about property involved. Complaints can allege multiple crimes arising from the set of facts outlined in the complaint. Defendants will receive a copy of the complaint and a court appearance scheduled.

Northern Kentucky University is located in Campbell County, Kentucky. Contact information for the Campbell County Attorney's Office is below.

### **Campbell County Attorney's Office**

4 West 4<sup>th</sup> Street

Newport, KY 41076

(859) 581-8015

Hours: Monday – Friday, 8:00 a.m. to 4:00 p.m.

Hours may be impacted by holidays, please call to confirm.

To make a written complaint with the Campbell County Attorney's Office, you will need to bring a copy of your driver's license, a police report, and pertinent information about the person against whom you wish to file a criminal action against, including name, address, date of birth, social security number, and/or driver's license number, if known.

*Note: Victims of misdemeanor crimes have up to one year from the date of the crime to file charges. If at any time you would like assistance or have questions about this process, please contact the reporting officer, University Police Criminal Investigations (859-572-6060), or the Campbell County Attorney's Office.*

## For felony offenses:

Felony offenses are rarer and often charged at the time of the offense. Please contact University Police Criminal Investigations (859-572-6060) if you have questions regarding felony prosecution.