

**TOWN OF MILLS  
Mills Police Department  
4800 West Yellowstone Highway  
P.O. Box 2379  
Mills, WY 82644**

**INSTRUCTIONS FOR FILLING OUT CITIZEN COMPLAINT FORMS**

Private citizens may file criminal complaints in the Mills Municipal Court using the forms provided by the Town of Mills for infractions which occur within the Town limits. The following instructions will enable you to complete this form.

1. Obtain Complaint form from the Mills Police Department, OR from the Mills Police Web Site ([www.millspd.org](http://www.millspd.org)).
2. *Do Not Write* in portion of the form above "**Affidavit Supporting Information**".
3. At paragraph 1, begin stating complete facts of the complaint in narrative form.
4. Type or write legibly. Provide the following information:
  - (a) State the specific facts of your complaint. For example, "Defendant, John Doe, assaulted me by yelling (specific obscenity) and making threatening gestures toward me by swinging his fist in the air". Don't simply state a conclusion. For example, "John Doe assaulted me."
  - (b) Identify Defendant
  - (c) State when the incident occurred - provide the date and approximate time of day.
  - (d) State where the incident occurred - must occur within the Town limits.
  - (e) Do not sign the complaint until you file it with the Court Clerk. (Your signature must be notarized.)
5. You must be willing and available to testify in Court. Court is held on Monday evenings. Advise the court as soon as possible, if your address and/or telephone number change.
6. Once the charge has been filed, you do not have the authority to dismiss the charges. The charge is brought by the Town of Mills, and the Town retains the authority to proceed on charges as it deems to be in the best interest of its residents.

If you have additional questions concerning this form, please feel free to ask.