

How to file a criminal complaint in Kenton County

Submitted by Captain Ed Bailey
Information taken from a brochure developed by the Kenton County Attorney's Office

Where do I go to file my criminal complaint?

To file against an adult (18 years or older), you must go in person to:

The Office of the Kenton County Attorney
303 Court Street, Room 307
Covington, Kentucky Phone Number 859-491-0600

To file against a juvenile (a person under the age of 18 years) you must go to:

The Court Designated Worker's Office
230 Madison Avenue
Covington, Kentucky

What do I need to take with me?

You will need to show proof of your identity. A valid identification with a picture will be sufficient. You will also need the full name and complete address of the person(s) you wish to file against (the defendant). A date of birth and social security number of the defendant is also helpful, but not mandatory. If you filed a police report, you will need to take it with you. If the report is a **juvenile report**, AND the victim is your child, you may bring it too, however, if you are not the parent of a child mentioned on the juvenile report, you may not have access to that information. The court will secure a copy for you on your behalf when you are in their office in Covington. Do not attempt to obtain a juvenile report if you are not the child's parent.

How do I file the complaint?

An employee of the County Attorney's Office will ask you to fill out a form (an affidavit) in which you will provide all of the information related to your complaint. The affidavit will be reviewed and a determination will be made regarding what charges, if any will be contained in the complaint.

What happens to the complaint?

Your complaint may be referred to mediation in an effort to resolve the case outside of the criminal court system. If mediation is not successful, your complaint will again be considered for criminal prosecution; **or** your complaint may be forwarded to the District Judge's Office where a Judge will review the complaint and issue one of the following: A **Criminal Summons** is an order that the defendant appear in District Court. This is a notice and not an arrest. An **Arrest Warrant** where the defendant is arrested, taken to jail and later arraigned in District Court. An arrest warrant must be issued by the Kenton County District Judge's Office. The issuance of either the Summons or Arrest Warrant does not guarantee an immediate court appearance, an arrest or that once arrested a defendant will stay in jail. The Sheriff's Office will serve the court papers.