

**PATRICIA R. LYKOS
DISTRICT ATTORNEY
HARRIS COUNTY, TEXAS**

**CHECKLIST FOR SUBMITTING A COMPLAINT
TO THE WHITE COLLAR CRIME SECTION FOR REVIEW**

The information requested below is needed to assess your case for possible violations of the criminal laws of the State of Texas. We recommend that you consult with your own private attorney to explore possible civil remedies. Keep in mind that civil and criminal actions are completely independent. Criminal charges **WILL NOT** be presented to gain advantage in a civil matter.

Please provide accurate, complete and legible information. **DO NOT** send your original and/or only copy of any document to this office; send photocopies and keep the originals in *your* file.

Please provide the following information, organized in the order listed:

1. Complete name of the individual party or firm complained of, along with any available identifying information, i.e. social security number, driver license number, date of birth, physical description, last known address and telephone number, etc.
2. Complaining party's complete name, address and telephone number, as well as social security number, and date of birth. Include any other identifiers as necessary. In addition, if the complainant is a business please its complete name in addition to the above information on the individual owner(s).
3. If person making the report is not the complaining party, include complete name, address and telephone number of the reporting person.
4. Type of offense (theft, forgery, etc.)
5. Description of property taken.
6. Total value of property taken. Also describe any reimbursement received from any source, e.g., insurance, or from the suspect.
7. Date(s) of the offense(s), when it began and, if it ended, when that occurred.
8. Location where the offense(s) took place.
9. Did you sign a contract? If so, submit a copy.
10. Brief summary statement of offense(s) in 6 lines or less.
11. Recite the details of the offense(s) in the order in which they occurred. Answer the questions: who? what? where? how? why? Be brief (preferably four pages or less) but complete. Include names and dates as well as references to documents provided.
12. List (index) of documents submitted.

13. Copies (not originals) of relevant documents corroborating the allegations, such as contracts, invoices, reports, or bank records. **When copying checks, remember to copy the back as well as the front.**
14. List of witnesses, including current addresses and telephone numbers.
15. Copies of witnesses' statements, if any.
16. Name any other agency to which you reported this matter, along with the name and telephone number of the person you dealt with and what, if any, action was taken.
17. Describe the relationship of the parties. When and under what circumstances did they meet?
18. Have you complained to the suspect person(s) or firm? If so, who did you contact and what was their response? Is there any recordation of that meeting?
19. Is there a civil lawsuit pending? If so, furnish the cause number and court where the case is pending and the attorneys' names.
20. Complete and return the notarized certification form attached.
21. To assure that your report reaches the proper file, remember to include references to my personal attention.

Investigating for potential criminal prosecution is a serious and time-consuming matter that will require your full cooperation and a large measure of patience. Please be organized and prepared to assist us by explaining your complaint further, if requested to do so. Understand at the outset that if a full investigation is undertaken by this office, it is likely to be a slow and tedious process that could take a year or more to complete. If an indictment is obtained, you can expect many months of waiting before the case is resolved by plea or trial. These comments are not meant to discourage you, but rather to prepare you for what is ahead. We will need your patience and cooperation.

As soon as your report has been reviewed, we will notify you as to what action may be taken on the matter.

Kate Dolan
White Collar Crime Section Chief
Harris County District Attorney's Office
1201 Franklin, Suite 600
Houston, Texas 77002

Phone: (713) 755-8333

STATE OF TEXAS

COUNTY OF HARRIS

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AFFIDAVIT

ATTENTION:

RE: _____ CASE #:

I CERTIFY THAT THE INFORMATION WHICH I FURNISH THE HARRIS COUNTY DISTRICT ATTORNEY'S OFFICE IN THIS COMPLAINT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND IS FURNISHED FOR THE SOLE PURPOSE OF INSTITUTING CRIMINAL PROSECUTION IN THE EVENT INVESTIGATION INDICATES CRIMINAL ACTIVITY. I UNDERSTAND THAT, ALTHOUGH A COURT MAY ORDER RESTITUTION IN A CRIMINAL CASE, I AM NOT REQUESTING CRIMINAL PROSECUTION FOR THE SOLE PURPOSE OF RECOVERING PERSONAL PROPERTY OR ANY OTHER THING OF VALUE.

I AUTHORIZE THE DISTRICT ATTORNEY'S OFFICE TO USE THE INFORMATION WHICH I PROVIDE IN ANY MANNER DEEMED NECESSARY AND PROPER.

Signature of Complaining Party

Complainant's Printed Name

SUBSCRIBED AND SWORN TO BEFORE ME this ____ day of _____, ____.

Notary Public in and for the
State if Texas

My commission expires _____.

Patricia R. Lykos
Harris County District Attorney 713-755-5800

Special Prosecutions Bureau
Joni M. Vollman, Chief
1201 Franklin, 5th Floor 713-755-8333

Public Service and Infrastructure Bureau
Hannah Chow, Chief 713-755-0104

Financial Crimes Division
Kaylynn Williford, Chief 713-755-8333

White Collar Crime Section 713-755-8333
Kate Dolan, Chief
Wendy Baker, ADA
Laura Killinger, ADA
Beth Shipley, ADA
David Nachtigall, ADA
Tracy Peterson, Investigator
Thomas Strange, Investigator
Calvin Johnson, Investigator
Bryan Vaclavik, Chief Fraud Examiner
Masden Davis, Fraud Examiner
James Glass, Fraud Examiner
Randy Durney, Fraud Examiner
Jacqueline Pierson, Fraud Examiner
Kanal VanGaston, Fraud Examiner

Public Assistance Fraud Section
Renee Magee, Chief
Alex Azzo, ADA
Mikhal Abou-Sayed, ADA
713-755-5277

Check Fraud Division
John Boone, Chief
Bernadette Hernandez-Haby, ADA
Mike Terry, Lt. Investigator
1201 Franklin, 1st Floor 713-755-7883

Consumer Protection Section 713-755-5836
Markay Stroud, Chief
Harry Lawrence, ADA
Valerie Turner, ADA
Tricia Mason, ADA
Ed Braune, Investigator
Andy Lui, Investigator
Jim Phillips, Investigator
David Pilant, Fraud Examiner
Nancy Barrientos, Fraud Examiner

Identity Theft Section 713-755-4519
John Brewer, Chief
Nathan Moss, ADA
Ed McClees, ADA
Mike Nolan, Investigator
Doug Osterberg, Investigator