

SHORTER MUNICIPAL COURT



PROCEDURES TO HAVE A WARRANT ISSUED:

- 1. FILE A REPORT WITH THE POLICE DEPARTMENT.**
- 2. OBTAIN A COPY OF THE REPORT.**
- 3. TAKE THE POLICE REPORT TO THE MAGISTRATE.**

Upon arrival at magistrate's office, you will file a written deposition. If there is probable cause, a warrant or summons will be issued. The Magistrate has to determine that there is sufficient evidence to merit probable cause. A warrant cannot be issued without sufficient evidence. Plaintiffs are required to supply the court with the necessary information to issue a warrant such as the following:

- 1. VALID PICTURE ID**
- 2. DEFENDANT'S DATE OF BIRTH**
- 3. APPROXIMATE AGE, WEIGHT, AND HEIGHT OF DEFENDANT**
- 4. DEFENDANT'S ADDRESS**
- 5. DATE AND TIME OF OCCURRENCE**
- 6. HAVE THE ABILITY TO WRITE/PRINT LEGIBLY OR OBTAIN A NOTARIZED STATEMENT OF FACTS**

TYPE AND REQUIREMENT TO POST BAIL BOND:

- 1. CASH BOND**
 - a. EXACT CASH AMOUNT**
 - b. VALID PICTURE ID**
- 2. PROFESSIONAL SURETY**
 - a. CONTACT A LOCAL BONDING COMPANY**

ONCE A WARRANT IS ISSUED IT CANNOT BE DROPPED OR CANCELLED!