

Electronic Criminal Complaints

And

Arrest Warrants

User Manual Version 1.2

Revised 3/31/2021



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INTRODUCTION

The electronic criminal complaint system is designed to help expedite the creation and filing of criminal complaints and arrest warrants. Using a web interface the officer can initiate the process from any internet connected computer, tablet or smart phone. The system is intended to facilitate the transmission of documents in an organized fashion. However, it does not replace the telephone communication that happens between officer, State's Attorney and Judge. Each party using the system is required to communicate via phone or other electronic method to ensure the others are aware of what part of the process is being worked on at any given time.

The system does not send automatic notifications by email.

SYSTEM REQUIREMENTS

- The system is capable of running on any computer that has a [webcam](#), [internet connection](#) and can access <https://ics.illinoiscourtservices.net>
- Android, iPad/iPhone, Windows and Mac computers all work with the system.
- Windows PC's require Google Chrome Browser which is a free download available at the following link: www.google.com/chrome/

USERS

- Each agency has one or more people assigned as an agency administrator who can add, modify or remove user accounts.
- Each officer must have his or her own login to the system.

DUPAGE JUDGES

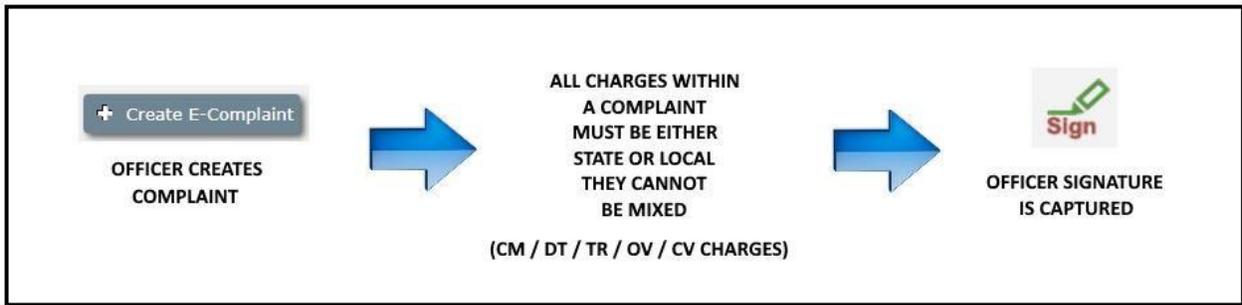
- (8AM – 4PM Business Days) WARRANT JUDGE: Call (630) 407-8770
- (Nights, Weekends, Holidays) DUTY JUDGE: Call the Sheriff Radio Room (630) 407-2400

DO NOT INITIATE ARREST WARRANTS AFTER 7:30 PM UNLESS IT IS AN EMERGENCY!

STATE'S ATTORNEY FELONY SCREENING

- During Business Hours: Call (630) 407-8031
- Evenings/weekends/holidays: Call the Sheriff Radio Room (630) 407-2400

PROCESS FLOW DIAGRAM – CM/DT/OV/TR/CV COMPLAINTS (On View Arrest)



WARNING:

CONSIDER THE "FILE WITH CIRCUIT CLERK" BUTTON THE SAME AS HANDING YOUR COMPLAINT TO THE CIRCUIT CLERK TO FILE.

ONCE FILED, A CM / DT / TR / OV / CV CASE NUMBER WILL BE ASSIGNED AND STAMPED ON YOUR COMPLAINT

ERRORS AFTER THIS POINT WILL NEED TO BE CORRECTED IN COURT!

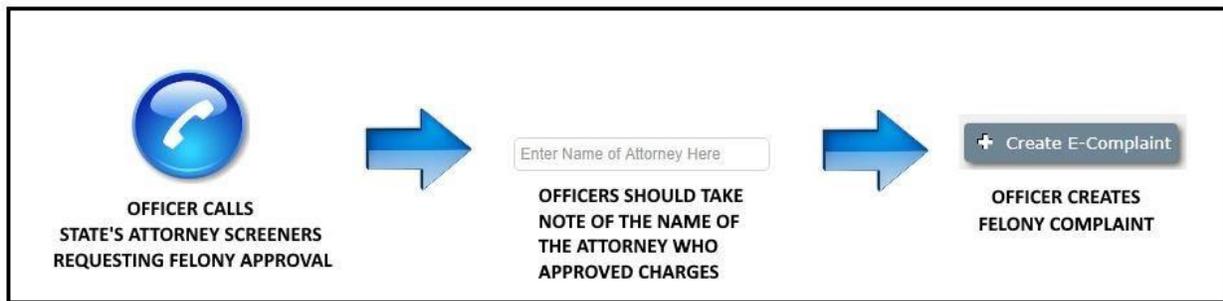
After Certifying

Once filed, a case cannot be updated or deleted.

Do you want to file the case with the circuit clerk, or return to the Case Complaint Screen?

RETURN **FILE WITH CIRCUIT CLERK**

PROCESS FLOW DIAGRAM – FELONY COMPLAINTS (On View Arrest)



WARNING:

CONSIDER THE "FILE WITH CIRCUIT CLERK" BUTTON THE SAME AS HANDING YOUR COMPLAINT TO THE CIRCUIT CLERK TO FILE.

ONCE FILED A FELONY (CF / DV) CASE NUMBER WILL BE ASSIGNED AND STAMPED ON YOUR COMPLAINT

ERRORS AFTER THIS POINT WILL NEED TO BE CORRECTED IN COURT!

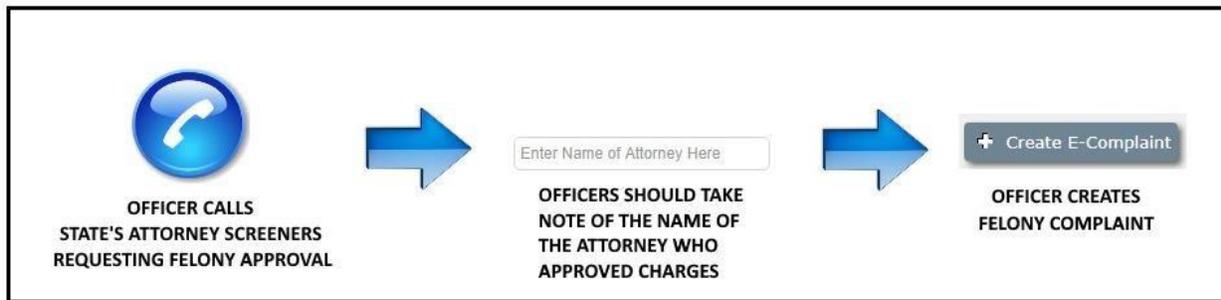
After Certifying

Once filed, a case cannot be updated or deleted.

Do you want to file the case with the circuit clerk, or return to the Case Complaint Screen?

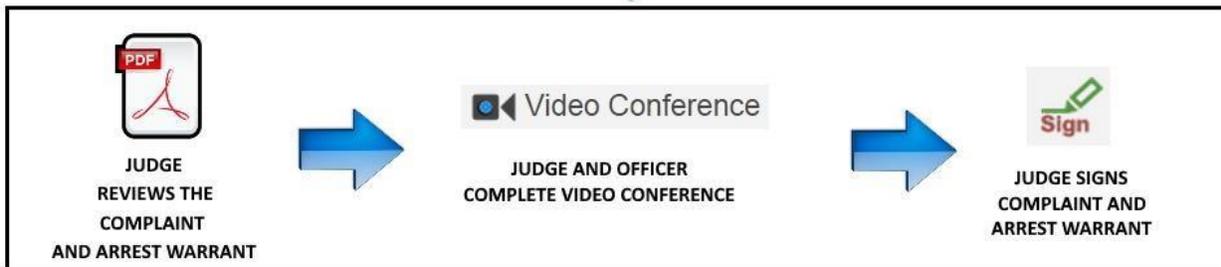
RETURN **FILE WITH CIRCUIT CLERK**

PROCESS FLOW DIAGRAM - FELONY COMPLAINT WITH ARREST WARRANT



CHECKLIST: BEFORE CALLING THE JUDGE

1. COMPLAINT/ARREST WARRANT ARE COMPLETE AND STATUS SAYS "SENT TO JUDGE"
2. ENSURE YOU ARE ON A DEVICE WITH A WORKING WEBCAM.
3. CLICK THE VIDEO CONFERENCE LINK WITHIN THE COMPLAINT YOU ARE WORKING ON ENSURE THE VIDEO PREVIEW APPEARS AND THAT YOU CAN SEE YOURSELF ON VIDEO.
(IF USING A PC, MAKE SURE YOU ARE IN GOOGLE CHROME)



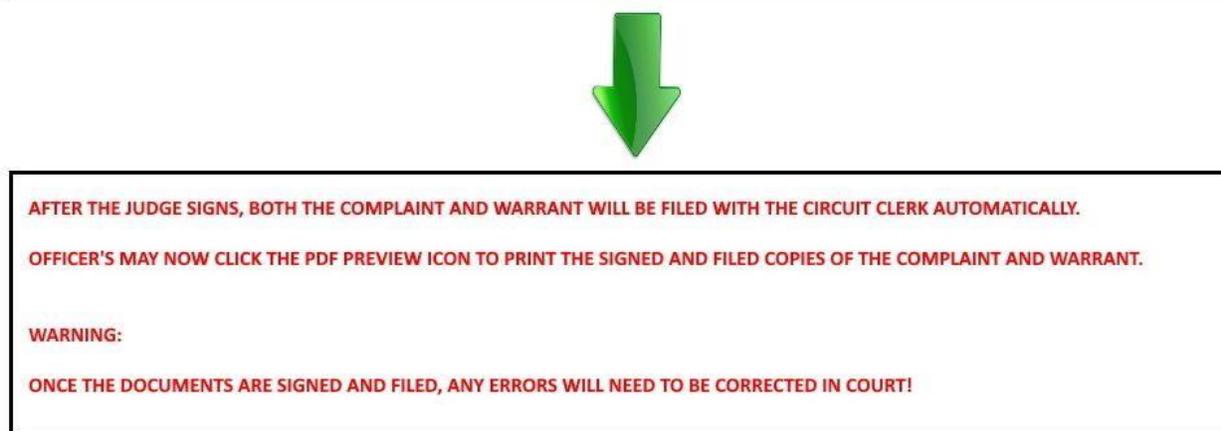
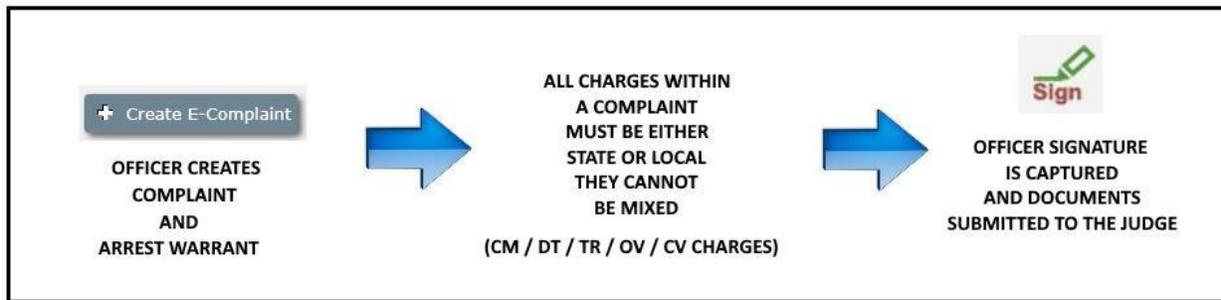
AFTER THE JUDGE SIGNS, BOTH THE COMPLAINT AND WARRANT WILL BE FILED WITH THE CIRCUIT CLERK AUTOMATICALLY.

OFFICER'S MAY NOW CLICK THE PDF PREVIEW ICON TO PRINT THE SIGNED AND FILED COPIES OF THE COMPLAINT AND WARRANT.

WARNING:

ONCE THE DOCUMENTS ARE SIGNED AND FILED, ANY ERRORS WILL NEED TO BE CORRECTED IN COURT!

PROCESS FLOW DIAGRAM – NON FELONY COMPLAINT WITH ARREST WARRANT



CREATING A NEW COMPLAINT

Complaint Information

Type of Arrest * ON VIEW/WARRANTLESS ARREST
 Defendant to be released on own recognizance
 Defendant will be held and brought before a Judge
 ARREST WARRANT **IMPOUND CASE?**

Case Number will not be assigned until Felony Screening or when case is filed with the circuit clerk.

Filing County * Arresting Agency * Officer *

Prosecution Level * Municipality

Arrest Date or Date of first Incident *

Report/Incident Number * Format: ADPCyy#####

Defendant Last Name * Defendant First Name *

Defendant Middle Name Defendant Suffix

Date of Birth * Gender * Race * Hair Eyes

Important: You must decide during this step if the complaint will require an arrest warrant.

Select whether all the charges on the complaint will be STATE or LOCAL

If your agency is configured to use the countywide Web RMS system this button will appear. Enter the report / incident number, defendant first and last name and then click this button to search for and automatically populate information from the Web RMS incident to this complaint.

- Select if this complaint is an on view arrest or if an arrest warrant will be required.
- Select if all charges will be STATE or LOCAL. State and Local charges cannot be mixed on the same complaint.
- WebRMS agencies may enter the incident number and defendant first/last name, then click “Lookup Web RMS” to automatically populate information from existing WebRMS incidents.

Please add DCN's, SID, DL and other identifiers during this step if you have them!

ADD / EDIT CHARGES

Add/Modify Count ✕

Prosecution : *

Violation Code : Class : Case Type : Inchoate :

Description :

Offense occurred in County of : * In State : * Secondary Incident Number :

Offense occurred on date : * at time : *

Offense occurred from : * through : *

In the name and by the authority of THE PEOPLE OF THE STATE OF ILLINOIS, <COMPLAINANT_NAME> hereinafter called the Complainant, on oath charges that at or about the hour of 03:40 PM on or about the 8th of June, 2023 in the County of DUPAGE, State of Illinois, FIRST NAME LAST NAME hereinafter called the Defendant committed the offense of RETAIL THEFT - SWITCH PRICE TAG - EXCEEDING \$300 in violation of 720 ILCS 5/16-25(a)(2) in this, to wit, that the said Defendant

Charge Narrative

Paragraph

- Click **SEARCH VIOLATIONS** to lookup a charge.
- Many of the most commonly used statutes have default charge narratives that will pre-populate. Anything in brackets <<TEXT>> requires the user to delete the tag and replace it with the appropriate information.
- Charge narratives are free-form text fields, allowing users to add, remove or paste in any content they require.
- Statute and Ordinance data comes from the Circuit Clerk IUCS system.
 - a. State statutes are derived from offenses provided to the circuit clerk from the Administrative Office of Illinois Courts (AOIC) offense code file. It is very rare that a statute is missing from this file. The AOIC defines which subsections of statutes an offense should be written under and is how the charge will be filed into Circuit Clerk systems. If you feel a specific statute or subsection is missing, contact the Circuit Clerk's office.

ADD / EDIT CHARGES

- b. Agency Records staff have access to IUCS to add/modify LOCAL ordinance (OV) charges.**

ATTACHING eTICKETS TO COMPLAINTS

Criminal Case Complaints

K MILLER [POLICE OFFICER]

Primary case number for linking co-defendants: [Save](#) [Modify Complaint Information](#)

Defendant	FIRST NAME MIDDLE LAST NAME	DOB	10/05/1988	SA Approval
Address	1788 CROSS ROAD, NAPERVILLE, IL, 60564, UNITED STATES	Arresting Agency	ADDISON	Certified N
Officer	FLANNAGAN T	Incident Number	ADPC2357898	Case Number
Type	ARREST WARRANT	Case Status	PENDING	Impounded NO

Any eCitations from approved electronic citation vendors who are currently submitting tickets to the Circuit Clerk LEADER Court Transmittal system can be attached the criminal complaint.

[Add Count](#) [Add eCitation](#)

Counts

Number of Counts in this Case : 1

720 ILCS 5/16-25(a)(2)	RETAIL THEFT - SWITCH PRICE TAG - EXCEEDING	CF	Class: 3	N/A	Add Delete
Test					

[Add Witness](#)

- Click “Add eCitation”
- Enter the Complaint Number from the eTicket and click “Search LEADER”.
- VP2 eTickets will be available nearly immediately. Other eCitation vendor systems may have up to a one day delay before the ticket is available in LEADER or the criminal complaint system as these systems only submit new tickets once per day.
- If an eTicket or accompanying paper traffic citation is not able to be attached electronically, then print the long form complaint **AFTER IT IS ELECTRONICALLY FILED** and manually file all of the paperwork attached together to the Circuit Clerk’s office. This will ensure the accompanying traffic charges are matched with the already filed electronic long form complaint.

ARREST WARRANTS

Arrest Warrant

K MILLER [POLICE OFFICER]

Violation	Statute
▶ RETAIL THEFT - SWITCH PRICE TAG - EXCEEDING \$300	720 ILCS 5/16-25(a)(2)

Mileage Limitations

DUPAGE Illinois No Limitaion

DuPage, DeKalb, Lake, McHenry, Kane, Kendall, Will and Cook Counties

Midwestern States - IL, IN, WI, IA, MO, KY, MI and MN

Other

Release/ Detention

Release on personal recognizance authorized

Defendant to be held without release to be brought before this Court

Other

Originating Dept. or Municipal Number

IMPOUND CASE:

- **Officers will fill in the other section.**
- **Only the Judge has access to Mileage Limitation and Release/Detention section.**
- **If the complaint has more than one charge, the Judge will select which one of the charges will print on the warrant (Generally the most severe charge).**

DO NOT INITIATE ARREST WARRANTS AFTER 7:30 PM UNLESS IT IS AN EMERGENCY!

WITNESSES

Witness Information

Complaining Witness (If the Officer will serve as the Complaining Witness, please do not enter here and use the Certification Screen.)

Is Victim Is Family Member of Suspect

Last Name * Middle Name First Name * Suffix

Email

Address Line 1 * Address Line 2

City * State * Zip * Country

Phone

- From the main “edit” complaint screen, click the “Add Witness” button.
- One or more witnesses can be added to the complaint by using the add witness button.
- If there are no witnesses other than the officer, then you do not need to go into this screen separately. If the officer is the complaining witness, this will be designated during the certification and signing of the complaint.
- Select the “Complaining Witness” checkbox if the witness being added is **NOT** the officer drafting the complaint. This will require that the person sign the complaint electronically later during the certification step as well as potentially conduct a live video conference with the Judge if an arrest warrant is required.

CERTIFICATION AND SIGNING

SIGN AND NOTARIZE

Felony Charges Approved By States Attorney: *

Enter Name of Attorney Here

Use Officer as Complaining Witness *

Under penalties as provided by law pursuant to Section 1-109 of the Code of Civil procedure, the undersigned certifies that the statements set forth in this instrument are true and correct, except as to matters therein stated to be an information and belief and as to such matters the undersigned certifies as aforesaid that he verily believes the same to be true.

Name * Optional ID Date *

Either badge number or SAO attorney ID mm/dd/yyyy

There are three options available to collect your signature

OPTION 1:
Using a separate touch screen smartphone or tablet, open <https://test.mysignature.net>
Enter the signature ID shown below
Signature ID:
4016



OPTION 2:
Sign directly in the box below
Use your touchscreen or mouse

Clear



OPTION 3:
Browse for a saved signature image file

Choose File No file chosen

HAVE COMPLAINANT SIGN REMOTELY

Sign Cancel

- From the main “edit” complaint screen, click the “Certification” button.
- If the officer drafting the complaint will be the complaining witness, check the box that says “Use Officer as Complaining Witness”.
- If a Witness was added and designated as the complaining witness then their name will appear in the Name field.
- Every complaint must have either the officer or a witness designated as the complaining witness. This person must sign using one of the three options.

Pursuant to DuPage County State’s Attorney opinion, notarization of electronic complaints generated from this electronic system is not required.

FILE WITH CIRCUIT CLERK

After Certifying

Once filed, a case cannot be updated or deleted.

Do you want to file the case with the circuit clerk, or return to the Case Complaint Screen?

Return **File with Circuit Clerk**

- Upon clicking “Sign” on the certification screen, a popup will appear for the officer to file the complaint with the Circuit Clerk.
- **WARNING: Do not click file until you are certain no other changes need to be made to the complaint or arrest warrant. Once filed, any further action will need to be taken in court. Consider the File button the same as handing a paper complaint in person to the Circuit Clerk’s Office.**
- The system will file stamp the complaint and arrest warrant as well as apply the case number to the documents. Case numbers are assigned automatically based on the types of charges on the complaint (CF / CM / DV / DT / OV / TR / CV).

PRINTING DOCUMENTS

Long Form Complaints

K MILLER [POLICE OFFICER]

Dashboard > Complaint List > Existing Forms

The complaint has been filed and new case number is 2023CM200242.

Case Information

Complaint Number	OW202300000580	Defendant	DAVID B LETTERMAN
Report/Incident No	ADPC2325878	County	DUPAGE
Case Status	FILED	Arresting Agency	ADDISON
State's Attorney Approval		Impounded	No
Case Number	Type	Class	Charge
2023CM200242	CM	B	ANIMAL OWNER FAIL TO COMPLY - SUBSEQUENT OFFENSE

Officer Information

Name	K MILLER
Email	jignesh.shah@18thjudicial.org
Phone	630-456-4654

< Back to Complaint List Existing Forms Video Conference Create Forms

#	FORMS	STATUS	LOCKED BY	ACTIONS
1	Complaint	FILED	-	Preview Open Redacted Copy

- Upon filing, use the “Preview” buttons for each type of document to show a PDF version of the signed and file stamped copy.
- The PDF “Preview” can be saved, printed or emailed.
- Defendants being booked into the DuPage County Jail will still need to have a printed copy of the complaint brought with them.
- The Circuit Clerk’s Office does not need printed copies of electronic complaints.
 - a. If an eTicket or accompanying paper traffic citation is not able to be attached to the complaint electronically, then print the long form complaint **AFTER IT IS ELECTRONICALLY FILED** and manually file all of the paperwork attached together to the Circuit Clerk’s office. This will ensure the accompanying traffic charges are matched with the already filed electronic long form complaint.