**FORT BEND COUNTY BAIL BOND BOARD**

# INSTRUCTIONS ON FILING A SWORN COMPLAINT

 Attached is the form approved for making a complaint against a bondsman or bonding company. Please fill it out with as much detail as possible.



 The completed complaint can be submitted:



* **In person** at Fort Bend County Justice Center; 1422 Eugene Heiman Circle; Suite 20242, Richmond, TX 77469
* **By mail** at 301 Jackson St. Richmond, TX 77469
* **By fax** at 832-471-1867 ; or
* **By email** to the Administrator at Sara.Rosas@fortbendcountytx.gov

 Your complaint must be sworn and notarized. FALSE STATEMENTS CAN SUBMIT YOU TO CRIMINAL PROSECUTION.



 All complaints are handled in accordance with Fort Bend County Bail Bond Board Local



Rule SECTION 8 which states, “All sworn complaints shall be received by the Bail Bond Administrator on a form approved by the Board. The Bail Bond Administrator will forward copies of the complaint to all Board members for review. The decision to place a complaint on the meeting agenda shall be made only by a member of the Board.”

 Your complaint will start the review process. However, please provide any additional information/documents/evidence that you believe may be relevant to your complaint. It is also up to you to decide whether you want other witnesses to complete a sworn report to include with your complaint.



 Once you’ve turned in your sworn complaint, it will be forwarded to the Complaint Committee first for review.



 You will receive a written response regarding your complaint. If you have questions, please contact the Bail Bond Administrator at 281-341-4540 for instructions.



 The rules and regulations for bondsmen are available on the Fort Bend County website <http://www.fortbendcountytx.gov/> by selecting “Departments” and then selecting “Bail Bond Board.”



I/MTR/Bail Bond/Forms

STATE OF TEXAS §

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COUNTY OF FORT BEND §

# AFFIDAVIT OF SWORN COMPLAINT

 BEFORE ME, the undersigned authority, personally appeared the undersigned affiant, who swore under oath that the following facts are true:

1. “My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am over eighteen (18) years of age, of sound mind, and capable of making this Affidavit. I have personal knowledge of the facts stated herein, and they are true and correct.
2. I live at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and my contact phone number is (\_\_\_) \_\_\_-\_\_\_\_\_\_\_. My email address is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. I am currently employed as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. I am submitting this sworn report which may be used to revoke or suspend the bail bond license of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Defendant’s name on the bond: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Facts in support of my complaint are (attach additional pages as needed):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Affiant

SIGNED AND SWORN to before me on this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_.

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NOTARY PUBLIC, STATE OF TEXAS

H:2021/BBB/FORMS/SR/Revised 10.03.22

Ratified by Board on TBA

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