

CRIMINAL INFORMATION INSTRUCTIONS

Pursuant to Supreme Court Administrative Order Number 8, the Office of the Prosecuting Attorney is responsible for the completion and filing of the criminal information. This particular criminal information form should only be used in conjunction with the criminal cover sheet. It is intended to make redaction easier by limiting the criminal information sheet to the case ID, defendant name, and charges.

- Fill in the blanks for county and district (if in a county with dual county seats) where this pleading is being filed. Include the date of the filing (month, day, and year).
- Fill in the blanks for Judge's name and division (if applicable). In a multi-judge county, the clerk will tell you the correct name and division and will provide the case ID number.
- Complete the charge table reflecting the elements of the offense. List the most serious charge first. For each offense charged, in addition to the charge code, provide:
 - the title of the offense;
 - whether the charge is for an attempt (A), solicitation (S) or conspiracy (C) (if none leave blank);
 - the offense date;
 - the number of counts;
 - whether the charge is a felony (F), misdemeanor (M), or violation (V); and
 - level (Y, A, B, C, D, U).

Note: this can be provided either on the cover sheet or on the information, but does not need to be provided on both forms.

- For each count or series of counts and offenses, complete the narrative description of the defendant's actions which constituted the offense. Complete the charging statement by entering the classification of the offense and the range of possible fine and incarceration for the offense. Use additional pages if necessary.