

ANIMAL CONTROL
411 Maxwell Frye Road
Millersville, Maryland 21108
410-222-8900

Affidavit of Complaint

State of Maryland, Anne Arundel County:

I HEREBY CERTIFY THAT ON THIS _____ day of _____, 20_____,
before me, the subscriber, a **Notary Public** of the State of Maryland, in and for Anne Arundel County aforesaid, personally appeared

_____ who made oath in due form of law as follows:
Name of Complainant (Print)

That the _____
Breed or Description or Unique Attributes Color(s) Name (if known)

Owned or harbored by:

_____ Name Address

Home Phone Number Work Phone Number Cell Number

was personally observed by the affiant to be in violation of:

CHECK ONE VIOLATION ONLY PER AFFIDAVIT

Article 12, Title 4-905 – Running at Large
Article 12, Title 4-904 – Animal Disturbance Prohibited
Article 12, Title 4-909 – Removal of Animal Excreta
Article 12, Title 4-903 – Public Nuisance
Check one nuisance condition per affidavit:
Molesting Pedestrians
Chasing Vehicles
Damaging property of someone other
than the owner of the animal.

Article 12, Title 4-402 – Public Safety Threat
Check one public safety incident per affidavit:
Inflicts severe injury to a person
Bites a person
Kills or inflicts severe injury to a domestic animal
Attacks a person
Without provocation, chases or approaches a person
in an attitude of attack

Article 12, Title 4-403 – Failure of owner to comply with conditions of Dangerous/Potentially Dangerous Order _____

Statement of Facts and Location Incident Occurred

The observed violation occurred on _____ Date (One Date Only) _____ Specific Time – AM or PM
_____ The complainant must understand that
an appearance before the Animal Control Commission is necessary if the animal owner requests a hearing to dispute the charges.

Signature Complainant

Address of Complainant

City

As WITNESS my hand on Notarial Seal

Home Phone Number, Work Phone Number, Cell Phone Number

Notary Public and Expiration Date of Notary

MAIL TO: Anne Arundel County Animal Control, 411 Maxwell Frye Road, Millersville, Maryland 21108

Instructions for Completing an Affidavit

1. In order for an affidavit to be processed each **Affidavit of Complaint must be notarized prior to being submitted to Animal Control for review and service.**
2. **Only ONE violation may be checked per affidavit per animal.**
3. The breed, color and type of animal must be noted and as accurate as possible.
4. The **COMPLETE NAME, ADDRESS, and (if known) TELEPHONE NUMBER** of the pet owner must be entered on the affidavit.
5. The exact address of the location where the alleged violation occurred **must be noted in the appropriate space provided** along with the date, time and a statement of facts explaining how the alleged violation occurred. If more space is needed, an additional sheet may be attached to this form.
6. Phrases such as “**all the time**”, “**constantly**” are **not** acceptable;

Once the affidavit has been served, the defendant has **10 days upon receipt** to either pay the fine(s) or request a hearing before the Animal Control Commission. In the event the defendant elects to contest the charges, the complainant shall be scheduled to appear before the Animal Control Commission. The **complainant's** failure to appear before the Animal Control Commission shall cause the charges to be dropped. The **defendant's** failure to appear before the Animal Control Commission will result in the case being sent to District Court

HELPFUL HINTS ON PRESENTING AN EFFECTIVE CASE BEFORE THE ANIMAL CONTROL COMMISSION::

- ❖ Arrive a few minutes before the scheduled time of your hearing.
- ❖ If your witnesses are unable to be present, they may submit written “NOTARIZED” statements.
- ❖ Supply enough documents for the 7-member Animal Control Commission and opposing party.
- ❖ Try to avoid any repetition of witness statements or evidence
- ❖ Witness statements or evidence presented must be **RELEVANT** to the particular charges made in the case being heard.
- ❖ Videotapes shall only be accepted with **5 days** prior notice to Animal Control. Cassette tapes of dog barking shall not be admissible.
- ❖ All parties are to be polite and respectful – personal attacks on the opposing party or witnesses are not tolerated
- ❖ If you need a sign language interpreter or other special arrangements, please notify Animal Control at 410-222-8900 as soon as possible.

**After you have filed your initial complaint, make sure you maintain accurate data to support your charge.
You will be notified if a hearing will be scheduled to resolve the issue.**

**IN ORDER TO ELIMINATE DELAY IN SERVICE, PLEASE ENSURE ALL INFORMATION IS COMPLETE.
ANY QUESTIONS, PLEASE CALL 410-222-8900.**