

## **Victim Witnesses Services**

### **How to File an Administrative Complaint:**

If you are a victim and think that your rights under the law have been violated or that you have not received all the rights the laws provide, or if you have an administrative complaint, you have the right to file a complaint form. Claims should be made in writing on the official complaint form. You must submit your complaint within sixty (60) days of the victim's knowledge of a violation, but not more than one year after the actual violation. For alleged violations, complete the complaint form at the link below. Please print your completed form before closing the document or you may lose your information. The form may be mailed to:

District Attorney's Office  
Attn: Chief Administrative Assistant District Attorney  
701 N. Columbia Street  
Covington, LA 70433

If you have any questions about the process please contact the Chief Administrative Assistant District Attorney at 985-809-8367.

After a complaint is filed, it will be investigated. If a violation is found to have occurred, every attempt will be made to correct the violation. You will be notified of the findings and corrective action. Should you need a form in languages other than English, please contact the Chief Administrative Assistant District Attorney at the phone number listed above. To get a copy of the English Complaint Form, please click the link below:

### **Victim Witness Services Complaint Form :**

- **Victim Witness** (English Form)