



## PROCEDURES FOR AFFIDAVITS BASED ON RESIDENT COMPLAINTS CONERNING ANIMAL NOISE NUISANCES

Dear Resident:

The process for filing an animal noise complaint is as follows:

- 1) complete the enclosed affidavit and have it notarized,
  - a. Cleburne Animal Services has a Public Notary on staff for your convenience
- 2) The notarized affidavit, with a list of the names and addresses of any persons who also observed the violation, should be mailed or delivered to the address below,
- 3) Cleburne Animal Services will review the affidavit and, if it appears that an offense has occurred, a citation may be issued on your behalf.

If the owner of the animal requests a court hearing, you will be summoned to testify against the individual who violated the law.

The body of the affidavit for an animal noise nuisance **must** contain the following information:

- The name of the owner and/or give an accurate description of the owner;
- The address of the animal owner;
- A description of the animal(s);
- Must include the date(s), times, and duration of the noise nuisance;
- And any other details, including a statement regarding videotapes/audiotapes and/or photographs that were taken **without provoking** the animal to bark.

**Upon completion of the affidavit, please return it to:**

***Cleburne Animal Services***

***PO Box 677 (mailing)***

***2375 Service Dr. (physical)***

***Cleburne, TX 76033***