



**JOHN H. CRANFORD, JR.**  
DISTRICT ATTORNEY  
COWETA JUDICIAL CIRCUIT

JEP BENDINGER  
CHIEF ADA

ROBERT MOORADIAN  
CHIEF DEPUTY ADA

**Victim Complaint Protocol**

The goal of the Coweta Judicial Circuit's Victim Witness Advocate Program (VWAP) is to ensure that all victims of crime occurring in this circuit are treated with dignity and respect and that their rights are protected pursuant to the Georgia Crime Victims Bill of Rights, O.C.G.A. § 17-17-1 and Georgia Constitution Art. I, Sec. I, Paragraph XXX.

To ensure every victim is treated appropriately, the District Attorney's Office has established a complaint process for victims who have cases in this jurisdiction with our office. The victim complaint process is as follows:

**Step 1.** A victim may submit a complaint by sending a message through the Victim Assistance contact form on our website (<http://dacowetacircuit.org/services/victim-assistance/>), and the complaint will be reviewed by that county's Office Manager, who is a senior Assistant District Attorney. A victim may also call our office in the county where the case is pending to speak with the Office Manager. In either case, the Office Manager will investigate the complaint and take any appropriate action. The Office Manager will also respond to the victim by email, by phone, or in-person, if requested, within 5 working days of receipt of the complaint.

**Step 2.** If the Office Manager does not address the complaint to the satisfaction of the victim, the victim may email or call to speak to the District Attorney, Chief Assistant District Attorney, or Chief Deputy District Attorney, depending on who is first available. They will then investigate the complaint and take any appropriate action. Thereafter, they will respond to the victim by email, by phone, or in-person, if requested, within 5 working days of receipt of the complaint.

**Step 3.** If the victim determines that the complaint remains unresolved after Step 2, the victim has the following options:

- A. Contact the Criminal Justice Coordinating Council (<https://cjcc.georgia.gov/>) at (404) 657-1956 or by email at [victims.info@cjcc.ga.gov](mailto:victims.info@cjcc.ga.gov).
- B. Seek private counsel regarding filing a motion with the Court where the case is pending pursuant to O.C.G.A. § 17-17-15(c)(2)(A) and (B).

**Note:** Such motion shall be filed as soon as possible, but no later than 20 days after the claimed denial. Such motion shall be filed in the criminal case, and the victim shall provide a copy of the motion and hearing notice to the prosecuting attorney and the defendant.

**John Herbert Cranford, Jr.**  
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Coweta Judicial Circuit

Carroll County Courthouse  
PO Box 338  
Carrollton, GA 30112  
Phone: (770) 830-2171  
Fax: (770) 830-2170

Coweta Co. Justice Center  
PO Box 1918  
Newnan, GA 30264  
Phone: (770) 254-7300  
Fax: (770) 254-7305

Heard County Courthouse  
PO Box 730  
Franklin, GA 30217  
Phone: (706) 675-0955  
Fax: (706) 675-0958

Meriwether County Courthouse  
PO Box 520  
Greenville, GA 30222  
Phone: (706) 672-1302  
Fax: (706) 672-6205

Troup Co. Government Center  
100 Ridley Ave. - Suite 3500  
LaGrange, GA 30240  
Phone: (706) 298-3708  
Fax: (706) 298-3709