

STATE OF MAINE  
DEPARTMENT OF AGRICULTURE FOOD & RURAL RESOURCES  
ANIMAL WELFARE PROGRAM  
28 State House Station, AUGUSTA, MAINE 04333-0028  
(207)287-3846

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**MUNICIPAL WARRANT FOR PROSECUTING  
UNLICENSED DOG OWNERS-KEEPERS**

STATE OF MAINE  
Title 7 MRSA Section 3943

\_\_\_\_\_ ss  
(town's county)  
To \_\_\_\_\_ a Police Officer(s), Constable(s) or \*Animal Control Officer(s)  
(name of animal control officer or person acting in that capacity)  
of the municipality of \_\_\_\_\_; or  
(name of town)

Sheriff/Deputy \*Sheriff \_\_\_\_\_ within the county of  
(town's sheriff department name)

\_\_\_\_\_  
(town's county)

In the name of the State of Maine and in accordance with the provisions of Title 7 MRSA Section 3943 as amended you are hereby directed to send a notice of violation or call on, the attached list of owners/keepers of a dog (six months old as of January 1st last) that are unlicensed in violation of Title 7 MRSA Chapter 721.

You are also hereby to make a demand on the owner or keeper to obtain a license from the municipal clerk within seven (7) days from the date of the demand and to remit to the clerk the license and recording fees plus a late fee of \$25.00 per dog licensed.

Finally, you are hereby directed to enter summons and complaint as soon as possible for those owners/keepers who fail to comply with the order.

And you will make return of this warrant, with your doings thereon, to the Municipal Officers of said \_\_\_\_\_ by July 1st of this year.

(town's name)  
Given under our hands at \_\_\_\_\_ in the County of \_\_\_\_\_  
(town's name) (town's county)

on the \_\_\_\_\_ day of \_\_\_\_\_ A.D., 20\_\_\_\_.  
day month year

For Municipal Officers or Town/City Manager-Administrative Assistant of Mayor of \_\_\_\_\_  
(town's name)

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signature signature

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signature signature

\*Strike out those non applicable entities.

RETURN OF WARRANT

SS

(town's county)

To the Municipal Clerk of (town's name)

I, (animal control officer or person acting in that capacity) a Police Officer(s), Constable (s), Animal (name of Control Officer(s) of the municipality of (town's name); or

Sheriff/Deputy Sheriff within the County of (town's county) to whom the above warrant was issued, do hereby make return of the said warrant.

I enter complaint before the District Court of the (town's name) District, ( \*\*district court number i.e. I,IV, XII) Division of (the county the district court covers) at (the town court is located in) against the

attached sheet listing the owners and keepers of said unlicensed dogs, on the dates also listed.

Date: \*Sheriff/Deputy Sheriff, \*Police Officer(s), \*Constable(s), \*Animal Control Officer(s): (signature of the animal control officer or person acting in that capacity) of (town's name or if sheriff - sheriff department's name)

\*Stike out those non applicable entities.

7 § 3943. Municipal warrants

1.Procedure. Between February 1st and April 1st annually, the municipal officers of each municipality shall issue a warrant with the names and addresses of all owner' or keepers of unlicensed dogs to one or more police officers, constables, sheriffs or animal control officers, directing them to send a notice of violation to the last known address of the owners or keepers or call on the owners or keepers. The warrant must further direct that demand be made on the owners or keepers to obtain a license from the municipal clerk within 7 days from the date of demand and remit to the clerk the license and recording fees plus a late fee of \$25 for each dog that is licensed. Finally, the warrant must direct the police officer, constable, sheriff or animal control officer to enter summons and complaint as soon as possible for all owners or keepers so notified who fail to comply with the order.

2. Returns of warrant. Each police officer, constable, sheriff or animal control officer to whom the warrant is issued shall return the warrant to the municipal clerk on or before July 1st of each year.

Table with 3 columns: District Court Locations, Ellsworth (Dist V, Cent. Hancock), Portland (Dist XI, N.Oxford), Augusta (Dist VII, S.Kennebec), Farmington (Dist XII, Franklin), Presque Isle (Dist II, Cent Aroostook), Bangor (Dist III Penobscot), Fort Kent (Dist I, W. Aroostook), Rockland (Dist VI, Knox), Bar Harbor (Dist V, S.Hancock), Houlton (Dist II, S. Aroostook), Rumford (Dist XI, N. Oxford), Bath-Brunswick (Dist VI, Sagadahoc), Lewiston (Dist VIII, S. Androscoggin), Skowhegan (Dist XII, S. Somerset), Belfast (Dist V, Waldo), Lincoln (Dist XII, Cent. Penobscot), Springvale (Dist X, W.York), Biddeford (Dist X, E.York), Livermore Falls (Dist XI, Androscoggin), Van Buren (Dist I, W. Aroostook), Bridgton (Dist IX, N.Cumberland), Machias (Dist IV, S. Washington), Waterville (Dist VII, N.Kennebec), Calais (Dist IV, N. Washington), Madawaska (Dist I, W. Aroostook), Wiscasset (Dist VI, Lincoln), Caribou (Dist I, E.Aroostook), Millinocket (Dist XIII, N. Penobscot), York (Dist X, S. York), Dover-Foxcroft (Dist XII, Piscataquis), Newport (Dist III, W.Penobscot)

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**MUNICIPAL WARRANT FOR PROSECUTING UNLICENSED DOG OWNERS**  
***QUESTIONNAIRE***

CIRCLE A, B, OR C AND COMPLETE

7 *MRSA* § 3943. A warrant is an order for municipal officers directing a police officer, constable, sheriff or animal control officer to enter a complaint and summons against the owners or keepers of unlicensed dogs following notice of and noncompliance with a violation of law.

**A. A warrant wasn't necessary. All dog owners have licensed their dog(s).**

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**B. The warrant is complete as of this date and I have filled out the information below to the best of my knowledge.**

- (+)\_\_\_\_ 1. Total number of owners on initial warrant that have not licensed their dog(s) since last year.
- (-)\_\_\_\_ 2. Subtract number of owners dropped from warrant because they no longer own the dog, have moved, or licensed their dog after the warrant was complete.
- (=)\_\_\_\_ 3. Equals the number of owners that have refused to license their dog(s) after given a 7 day warning and have been or are in the process of being summonsed to court.
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**C. The warrant is not completed as of this date because:**

- \_\_\_\_ 1. The animal control officer, constable, police officer or sheriff is still working on the warrant and the estimated completion date is \_\_\_\_\_.
- \_\_\_\_ \*2. The town has no officer to follow through on a warrant.
- \_\_\_\_ \*3. I am unfamiliar with a warrant and need more information on what my responsibilities are and how to complete one.
- \_\_\_\_ 4. Other: \_\_\_\_\_
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\* The warrant must be complete by law. For assistance you may call this office.

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**A copy of the warrant is not needed by this office. Please keep the warrant with your records for a minimum of three years.**

Municipality: \_\_\_\_\_  
Town Clerk's Signature: \_\_\_\_\_

**RETURN BY JULY 10TH**  
Date: \_\_\_\_\_