

CITIZEN COMPLAINT FORM INSTRUCTIONS

The Grand Jury Citizen Complaint Form should be prepared after all attempts to correct a situation have been explored and were unsuccessful.

Instructions for preparing the Citizen Complaint Form:

Complete the top section indicating who you are and how you can be reached if need arises. (You may file an anonymous complaint if you wish, however, this may make it much more difficult for the Grand Jury to investigate the allegations).

Section 1: Person, Official, Department or Agency about which complaint is made

Include the name of the individual or organization about whom the complaint is being filed. Ensure correct spelling of the name(s). If the complaint is against an individual in an organization, include the individual's title or position in the organization. Provide the street address (*not a P.O. Box*), city state and zip code. Include the telephone number of the organization or individual cited.

Section 2: Summary of the problem

Describe the problem briefly in your own words. **Be as concise as possible**, providing dates, times and names of individuals, officials, departments or agencies involved. Attach additional sheets if necessary, and include any available photographs, correspondence or documentation which supports the complaint.

Section 3: Who has been contacted about this problem?

List the persons, officials, departments or agencies, or other Grand Juries you have contacted about this problem.

Section 4: Who should the Grand Jury contact if an investigation occurs?

List the persons, officials, departments or agencies you think this Grand Jury should contact about this matter.

Section 5: Why should these people being contacted?

Describe briefly why the Grand Jury should contact the people you have listed above. Be specific and do not merely repeat the problem.

Section 6: What outcome are you expecting?

Describe what outcome you would expect IF the Grand Jury investigates this complain.

Section 7: Indicate whether this matter is already in litigation.

If the problem described herein is in litigation the Grand Jury may be automatically precluded from investigation at this time.

After printing your name and signing this document please mail the complaint to the address listed on the bottom of the form. You will receive acknowledgement of receipt of this complaint. The Grand Jury may or may not contact you in the conduct of an investigation. Be advised that not all complaints received will be investigated.