

Conduct Complaint Form

Use this form to particularise the details of your complaint to the Ombudsman about how the Judicial Complaints Investigations Office (JCIO), a Tribunal President or Magistrates' Advisory Committee handled your complaint. You can complete this form online or by sending it to us at the address at the end of this form.

Final Checklist

1. Have you complained to the JCIO, a Tribunal President or a Magistrates' Advisory Committee? Yes
 No

Please state the name of the judicial office holder you complained about:

Please provide the details of the person/office that dealt with your complaint:

2. Is your complaint with one of the above finished? Yes (See page 4)
 No
3. Are you unhappy with how your complaint to one of the above bodies was handled? Yes (See page 5)
 No

Only if you have answered 'Yes' to all these questions are you ready to complete this form

You should make your complaint within **28 days** of receiving the letter from the JCIO, Tribunal President or Magistrates' Advisory Committee, notifying you of their decision about your complaint. The Ombudsman is not required under the Constitutional Reform Act 2005 to consider complaints outside this period, and will only do so in exceptional circumstances. These should be explained in section 4 of this form.

1. Your Details (Please complete in BLOCK CAPITALS)

Mr Mrs Miss Ms Other (please specify):

Name:

Address:

Postcode:

Email:

If you provide us with an email address we will use it as the main source of contacting you unless you advise us otherwise.

Contact phone number(s):

2. Permission

If the Ombudsman decides that he is able to deal with your complaint, he will need your permission to contact the JCIO, a Tribunal President or Magistrates' Advisory Committee. In most cases it will be impractical to proceed with an investigation if you withhold permission.

I confirm that I am content for the Judicial Appointments and Conduct Ombudsman's Office to contact the JCIO, Tribunal President or Magistrates' Advisory Committee about my complaint. Yes
 No

I have read and understood the Conduct Leaflet and understand that the Ombudsman can only look at the way in which my complaint was handled by the JCIO, Tribunal President or Magistrates' Advisory Committee. Yes
 No

3. Your signature

Signature:

Date:

4. Your complaint

Your complaint must be set out concisely on this page only. You must give **specific details**, illustrating exactly why you believe the JCIO, Tribunal President or Magistrates' Advisory Committee's handling of your complaint fell short of the standards you could reasonably expect.

The Ombudsman will investigate the issues that you provide below if he considers your complaint warrants investigation. He will not be able to deal with your complaint unless you particularise your concerns **on this form**. You may provide supporting documents if necessary.

5. What are you hoping to achieve from your complaint?

This form can also be found on our website at www.gov.uk/government/organisations/judicial-appointments-and-conduct-ombudsman and can be downloaded and sent to us by email to headoffice@judicialombudsman.gov.uk

If you wish to complete this form by hand, please send it to the Judicial Appointments and Conduct Ombudsman, 1.55, 1st Floor, The Tower, 102 Petty France, London SW1H 9AJ.

If you have a disability, if English is not your first language, or if you need advice on how to complete this form please contact us on 020 3334 2900 or email headoffice@judicialombudsman.gov.uk

Our privacy notice is available on our website at www.gov.uk/government/organisations/judicial-appointments-and-conduct-ombudsman