

Appointment Complaint Form

Use this form to particularise the details of your complaint to the Ombudsman about how the Judicial Appointments Commission (JAC) handled your complaint to them concerning the judicial appointments process. You can complete this form online or by sending it to us at the address at the end of this form.

Guidance notes

1. The Constitutional Reform Act 2005 states that, 'A qualifying complainant is a complainant who claims to have been adversely affected, as an applicant for selection or as a person selected, by the maladministration complained of'. (Part 4, Chapter 2, 99 (4)). You must state exactly why you believe the JAC's actions in handling your application for appointment and subsequent complaint adversely affected your application to them. You may, for example, believe that the JAC failed to follow the selection process described in its guidance, that your application was unfairly rejected or that the JAC had failed to satisfactorily address all aspects of your complaint.
2. Please provide specific details to illustrate your complaint in the space provided in this form. For example, if you believe that your application was unfairly rejected you will need to say why exactly you believe this to be the case.
3. The Ombudsman does not act in an appeal capacity and he can not question the decision made in respect of your application for appointment.
4. You must make your complaint within 28 days of receiving the JAC's letter notifying you of its decision on 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):

Selection Exercise applied for:

2. Permission

If the Ombudsman decides that he is able to deal with your complaint, he will need permission to contact the JAC. In most cases it will be impractical to proceed with an investigation if you withhold permission.

Please complete the following statement:

I confirm that I am content for the Judicial Appointments and Conduct Ombudsman's Office to contact the JAC about my complaint

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 JAC'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