

Complaint Form

Use this form to complain to the Ombudsman about how the Office for Judicial Complaints (OJC), a Tribunal President or a Magistrates' Advisory Committee failed to follow the correct process in dealing with your complaint.

PLEASE NOTE

The Ombudsman's job is to investigate whether the *processes* followed by those dealing with your original complaint about a judge or tribunal member were followed correctly. He cannot question the decisions made in these complaints.

The Ombudsman is *not permitted* to investigate a complaint about a judge, tribunal member or magistrate. These are matters for the Office for Judicial Complaints, Tribunal Presidents or Magistrates' Advisory Committees.

He also cannot review a judicial decision or a case management issue.

1. Your Details *(Please complete in block capitals)*

Mr Mrs Miss Ms Other *(please specify):*

Name:

Address:

Postcode:

Email:

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 OJC, Tribunal President or Magistrates' Advisory Committee. *In most cases it will be impractical to proceed with a complaint if you withhold permission.*

Please complete the following statement:

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

I have read and understood the attached leaflet and understand that the Ombudsman can only look at the way in which my complaint was handled by the Office for Judicial Complaints, Tribunal President or Magistrates' Advisory Committee. Yes No
I have also completed the checklist on Page xx:

3. Your signature

Signature:

Date:

Your complaint should be made in writing within **28 days** of receipt of the decision letter from the OJC, Tribunal President or Magistrates' Advisory Committee. If you are complaining after this time, you must explain why you did not complain sooner. The Ombudsman will consider whether to accept your complaint in these circumstances.

4. Your complaint

Your complaint should be set out concisely on this page. You must give *specific details*, illustrating precisely where you believe the handling of your complaint by the OJC, the Tribunal President or the Magistrates' Advisory Committee fell short of the standards you could reasonably expect.

The Ombudsman will investigate the issues you detail below if he considers your complaint warrants investigation. He will not be able to deal with your complaint unless you particularise clearly your concerns on this form.

5. How do you want the Ombudsman to resolve your complaint?

When you have completed this form, please send it to the Judicial Appointments and Conduct Ombudsman, 8th Floor, Millbank Tower, Millbank, London, SW1P 4QP.

Please also send a copy of the last letter you received from the OJC, Tribunal President or Magistrates' Advisory Committee.

If you have a disability, if English is not your first language, or if you need help completing this form please contact us on 020 7217 4505 or e-mail headoffice@jaco.gsi.gov.uk