



## INSTRUCTIONS FOR GRIEVANCE FORM

The friend of the court grievance procedure is to be used if you have a complaint regarding the actions of an employee or office operations of the friend of the court office. **A judge's or referee's decision and an order of the court are not issues to be handled through the grievance procedure.**

A grievance shall first be filed in writing with the friend of the court. If you are not satisfied with the decision of the friend of the court, you may file a further grievance, in writing, with the chief judge.

The friend of the court/chief judge will investigate and respond to your grievance in a reasonable period of time. If the response cannot be given within 30 days, you will be given a reason why the response is not possible within that time.

When filling out this grievance form, you should type or press firmly to ensure all copies are readable. In the alternative, you may photocopy the appropriate number of copies of the completed form. You must also:

1. provide the names and addresses of the parties in the court case. This will assist the friend of the court or chief judge in identifying your case.
2. provide the name of the county where your domestic relations case is located.
3. check the appropriate box for the type of complaint (grievance).
4. state your complaint, providing specific details, dates, names, and other important information.
5. mail or deliver the completed form to the friend of the court or the chief judge's office whichever is appropriate. Keep the last copy (third copy) for your records.