

INSTRUCTIONS FOR COMPLETING COMPLAINT FORM

The complaint procedure is used if you have a complaint regarding the performance or actions of an attorney(s) participating in the Criminal Assignment System.

File the complaint in type-written format (form on next page) with the Circuit Court Administrator's Office. The Criminal Assignment Committee will determine that one of the following four responses is appropriate:

1. *Acknowledged in full* - The Criminal Assignment Committee finds merit in your complaint and will indicate action taken.
2. *Acknowledged in part* - The Criminal Assignment Committee finds part of your complaint to have merit. The response will state the reason(s) why and indicate the action to be taken.
3. *Denied* - The Criminal Assignment Committee finds no merit in your complaint.
4. *Non-complaint issue* - The Criminal Assignment Committee has determined that your complaint is not applicable to the Criminal Assignment Program.

Fully state your complaint; provide specific details, dates, names and any other important information relevant to your complaint. You may attach additional page(s) as necessary.

Mail or deliver the completed type-written form to:

Sixth Judicial Circuit Court
Court Administrator's Office
1200 North Telegraph Road, Dept. 404
Pontiac, MI 48341-0404
(248) 858-0345

COMPLAINT

Name: _____ Business Address: _____

Bar Number (if applicable): _____

Telephone Number: _____

Fax Number: _____

I request that this complaint be considered by the Criminal Assignment Committee. The following attorney participating in the criminal assignment system is named in this complaint:

Attorney

Bar Number

Business Address

STATEMENT OF COMPLAINT:

Signature: _____

Date: _____

TO BE COMPLETED BY THE CRIMINAL ASSIGNMENT COMMITTEE

Complaint Number: _____ Date Complaint Filed: _____