

## HOW TO LODGE A COMPLAINT ABOUT A JUDICIAL OFFICER

You may wish to use the attached form to lodge your complaint.

1. The Council deals with complaints about the behaviour or capacity of a judge of the ACT Supreme Court or a magistrate of the ACT Magistrates Court, under the *Judicial Commissions Act 1994*.
2. The *Judicial Commissions Act* requires that a complaint be in writing and that it include:
  - your name
  - your address
  - the name of the judicial officer
  - the full particulars of the complaint, for example:
    - the court date and matter reference (if relevant to your complaint); and,
    - a detailed description of the issue.

The Council is unable to accept anonymous complaints.

3. You can complete the form by typing or printing all of the information requested on both pages. Please make sure the information provided is complete and accurate.
4. Please describe the circumstances that led to your complaint in the “Details of Complaint” section. Include dates of hearing if these are relevant to the complaint. List all events in the order in which they happened. Attach additional sheets and other relevant documentation, as needed, to complete your statement.
5. Sign the complaint form in the space provided.
6. Keep a copy of the complaint for your records.
7. If you wish to make a complaint about more than one judicial officer please use a separate form for each complaint.
8. Send your complaint to the Principal Officer of the Council via email or post at the address below. Please contact the Principal Officer by, email or telephone if you need further information, or have any questions.

Further information regarding the Council’s complaint process is available on the Council’s website: <http://www.actjudicialcouncil.org.au/>. You can call 02 5119 5550 for further information.

**Contact details:**

Principal Officer  
ACT Judicial Council

Email: [Principal.Officer@actjudicialcouncil.org.au](mailto:Principal.Officer@actjudicialcouncil.org.au)  
Postal address: GPO Box 1884, Canberra ACT 2601  
Website: [actjudicialcouncil.org.au](http://actjudicialcouncil.org.au)

## COMPLAINT FORM

To the ACT Judicial Council,

I, [YOUR NAME] of [YOUR ADDRESS] wish to complain about the conduct of [JUDICIAL OFFICER NAME] of the ACT [MAGISTRATES OR SUPREME] Court.

### ***Matter details (if relevant)***

My complaint relates the matter of [MATTER REFERENCE] heard on [DATE].

### ***Complaint details***

My complaint is as follows:

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[COMPLAINT DETAILS]

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Signed: \_\_\_\_\_ Date: [DATE]

Name (print): [YOUR NAME]