

INFORMATION TO INCLUDE IN YOUR COMPLAINT

- ❖ When and where did the events in question occur?
- ❖ If your complaint arises out of a court case, please provide the following information:
 1. Name of your case
 2. Case Number
- ❖ What kind of case is it?
 1. Criminal
 2. Domestic relations
 3. Small claims
 4. Civil
 5. Juvenile
 6. Other (specify)
- ❖ What is your relationship to the case in question?
- ❖ Describe in detail the conduct which you believe to be an ethical violation, misconduct or disability. Please include names, dates, places, addresses, and telephone numbers that may assist the Commission in processing your complaint.
- ❖ List and attach copies of any letters, transcripts or documents to support your allegation or claim of misconduct. **Do not** send the originals.
- ❖ Send your notarized complaint form and attached documentation to the Commission to the address below.



Judicial Standards Commission
Shelly Smith, Executive Secretary
P.O. Box 203005
301 S. Park, Suite 328
Helena, MT 59620-3005

Questions?

Please call the Commission office at (406)841-2976

NOTICE

Judicial Standards Commission has no jurisdiction in the following situations:

1. Complaints that are made to express dissatisfaction with a decision or ruling of a judge.
2. The Commission cannot affect the progress or outcome of a court case.
3. The Commission cannot disqualify a judge from presiding over a case.
4. The Commission cannot address complaints that are made against a retired or deceased judge.
5. The Commission cannot require a judge to pay money or other damages.

IMPORTANT **GUIDELINES FOR PREPARING YOUR COMPLAINT**

- ❖ Please do not attempt to file your complaint until you have read all of the enclosed information.
- ❖ Fill out the complaint form and have your signature notarized.
The complaint form **may be copied** if more than one form is required.
Use one complaint form for each judge. **Do not put more than one name on each form.** The Judicial Standards Commission does not file complaints against clerks of court or attorneys.
- ❖ Do make certain your complaint is **legible**.
If you are unable to type your complaint, please double-space your complaint. Complaints will be returned if we are unable to read them.
- ❖ Do not draft your complaint on both sides of the paper.
- ❖ Do not use odd-sized paper for your complaint.
Standard 8 ½"x 11" plain white paper is ideal.
- ❖ Do not bind your complaint or use tabs and staples excessively.
Your complaint must be scanned into our filing system.
The use of non-standard paper, tabs and staples slows down the process.
- ❖ If you have documentation to support your complaint, **do not** send the originals.
Commission staff is **not responsible for copying and returning any portion of your file.**
Charge for copying a file is \$20.00.
- ❖ Please **do not** submit audio/video tapes.
In addition to the fact that the Commission requires complaints to contain **written** documentation, we are not equipped or staffed to copy or transcribe tapes.
- ❖ If you are a resident of a state institution, please include an alternate address where we may reach you should you be released or transferred to another institution.
- ❖ When contacting the Commission concerning a complaint you have filed, please give the secretary the name of the judge you are inquiring about.

(More information on the reverse side)