



Quinault Tribal Court

136 Cuitan St.

P.O.Box 99

Taholah, WA 98587

Community Complaint Process/Form

The Quinault Tribal Court has established a process where anyone may file a Community Complaint regarding Individual Court staff or the Court System. This Complaint form is for Community Members who want to report problems with Court Staff members or specific complaints regarding the Court system in general.

A Court Complaint form assists with the identification of issues that may need to attention in order to improve Court services to the community. The Court will track all complaints and include a summary in the Courts annual General Council Report. Any issues that may need outside attention by legal, Justice and Governance Committee or the Business Committee will be forwarded respectively. If you wish to file a complaint, please follow below steps.

How to access the Citizen's Complaint Form:

1. Contact the Quinault Court Clerk's Office to obtain a Complaint Form or access online at Quinault Tribal Court Website to access the form under Court forms
2. Return the completed form to the Court clerk's office to the attention of the Court administrator.
3. Email the form to Becky Rowell, Court Administrator at BROWELL@quinault.org
4. If the complaint involves the Court Administrator, you may forward your form directly to the Chief Judge at Leona.Colegrove@quinault.org

Once the Form is received, the court will review the complaint following his procedure.

1. The Court Administrator of Chief Judge will review the complaint to determine if it falls under guidelines as a non-legal or Case related issue
2. The Court Administrator or Chief Judge will investigate the complaint or send it on to legal, the Justice and Governance Committee or Human Resources or any other appropriate division within the QIN
3. The Court Administrator or Chief Judge will decide how to address the complaint when applicable
4. The Court will respond in writing to all complaints properly submitted

With your help and input, the Quinault Tribal Court will continue providing a quality Judicial System for Everyone. All Complaint are Strictly Confidential.



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Citizen Complaint

Please be specific as possible when making a Quinault Tribal Court complaint. All complaints to the Tribal Court are strictly confidential.

COMPLAINANT:

Name (print)	ADDRESS	PHONE

COMPLAINT IS MADE AGAINST THE FOLLOWING PERSON:

NAME OF PERSON	JOB TITLE

COMPLAINT IS MADE ABOUT THE FOLLOWING POLICY

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NATURE OF COMPLAINT:

1. DATE OF INCIDENT
2. DESCRIBE THE CIRCUMSTANCES/ISSUE . USE ADDITIONAL PAPER IF NECESSARY

3. DESCRIBE WHAT ACTION HAS BEEN TAKEN WITH RESPECT TO THE FACTS PRESENTED IN THIS COMPLAINT, IF ANY.

4. WHAT COULD WE HAVE DONE BETTER?

5. BRIEFLY DESCRIBE THE SPECIFIC ACTION YOU ARE SUGGESTING TO REMEDY THIS ISSUE.

6. PLEASE LIST ANY ADDITIONAL PARTIES YOU WOULD LIKE US TO CONTACT TO INVESTIGATE THIS COMPLAINT, INCLUDE ANY PHONE NUMBERS WHERE THEY MAY BE REACHED.

DECLARATION. The information presented in this complaint form is true, correct and complete to the best of my knowledge.

DATE	SIGNATURE
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