

The Tulalip Tribal Court

6332 31st Avenue NE, Suite B, Tulalip, WA 98271

P: 360-716-4773 F: 360-716-0657



Citizen Complaint/Commendation

The Tulalip Tribal Court attempts to be responsive to the needs and concerns of the community while balancing the legal requirements that the Court remain fair and impartial in its decision-making. The Court has established a process where persons may file a citizen's complaint or commendation to individual staff members or the Court system as a whole for *non-legal issues*. These complaint forms are for tribal members who feel they have been disrespected in court in some way or feel that certain policies are not being followed, or feel there are problems with court staff members (however, if you feel you received an unfair judicial decision in court, you should consult with your attorney). This form is also for any praise you might have for the Court.

Having a Court Complaint/Commendation form helps the Court identify problems that may not otherwise be known and can help us to improve our services to tribal members. We will track all complaints and include these complaints in our Court Annual Report to the Board of Directors. If you wish to file a complaint or commendation please follow these steps:

1. Contact the Court Director to obtain a Complaint/Commendation form.
2. Fill out the requested information or have someone assist you in filling out the form.
3. Return the completed form to the Court Director. You may place it in a sealed envelope to the attention of the Court Director, if you wish. Please note on the form or envelope whether you wish to be contacted about this matter.

Once the form is received, the Court will review the complaint following this procedure:

1. The Court Director will review the complaint to determine if it falls under the guidelines of being a non-legal issue.
2. The Court Director will investigate the complaint and obtain facts regarding the matter.
3. The Court Director will make a decision regarding the complaint.
4. A reply will be submitted to the complaining/commending party either in writing or via phone. Or, if no reply is required or requested, then a notation will be entered and a copy of the complaint will be maintained by the Court Director.

NOTE: *These procedures do not apply to an appeal or legal decision made by a judge. You must appeal a court decision within 20 days provided by the Law & Order Code 49. Please confer with your attorney about any judicial decision.*

With your help and input, the Tulalip Tribal Court will continue to provide a quality judicial system for all people. All complaints are strictly confidential.

Honorable Chief Judge Michelle Demmert..... 360-716-4773
Honorable Associate Judge Joshua Heath 360-716-4773
Honorable Associate Judge Remy Leonard 360-716-4773
Honorable Associate Judge Leona Colegrove 360-716-4773
Honorable Associate Judge Janine Van Dusen 360-716-4773
Alicia Horne, Court Director..... 360-716-4778
Stephanie Ancheta, Court Administrator 360-716-4768

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Citizen Complaint/Commendation Form

THIS APPLICATION MUST BE COMPLETED BY CITIZEN *(please print clearly)*

To: All Tulalip Tribal Court Clients

From: Alicia Horne, Court Director

Re: Citizen's Complaint/Commendation Form

Date:

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

YOUR CONTACT INFORMATION:

NAME (PRINT)

ADDRESS

PHONE

COMPLAINT OR COMMENDATION IS MADE TOWARDS THE FOLLOWING PERSON:

NAME OF PERSON

JOB TITLE

NATURE OF COMPLAINT OR COMMENDATION:

1. DATE OF INCIDENT

2. DESCRIBE THE CIRCUMSTANCES/ISSUE. USE ADDITIONAL PAPER IF NECESSARY.

The Tulalip Tribal Court
Citizen Complaint/Commendation Form (continued)

The Tulalip Tribal Court
Citizen Complaint/Commendation Form (continued)

5. BRIEFLY DESCRIBE THE SPECIFIC ACTION YOU ARE SUGGESTING THE TRIBAL COURT TO PERFORM IN THIS MATTER.

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

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

DATE

SIGNATURE

Once this complaint/commendation form is received by the Tulalip Tribal Court, an internal inquiry will be conducted, and a written response will be addressed to you by a mailed letter to the address you listed once the investigation is completed.