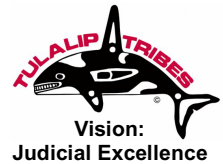




## The Oscar Carl Jones Sr. TULALIP TRIBAL COURT

6332 31<sup>st</sup> AVE NE | Suite B, Tulalip Washington 98271  
Tel: (360) 716-4773 | Fax: (360) 716-0657



# Citizen Complaint

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The Tulalip Tribal Court attempts to be responsive to the community's needs and concerns while balancing the legal requirements that the Court remain fair and impartial in its decision-making.

The Court has established a process where anyone may file a citizen's complaint regarding individual court staff or the Court System. These complaint forms are for Community Members who feel that there are problems with court staff members or that specific policies are not followed.

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

### **How to access the Citizen's Complaint form:**

1. Contact the Court Clerk's Office to obtain a Complaint form or access online at the Tulalip Tribal Court's website [www.tulaliptribalcourt-nsn.gov](http://www.tulaliptribalcourt-nsn.gov), to access the form under Court Forms
2. Fill out the requested information or have someone assist you in filling out the form.
3. Return the completed form to the Court Clerk's Office to the attention of the Court Director. You may place it in a sealed envelope to the attention of the Court Director if you wish.
4. Email the form to Jehrad Kimble, Court Director, at [jkimble@tulaliptribes-nsn.gov](mailto:jkimble@tulaliptribes-nsn.gov).

### **Once the form is received, the Court will review the complaint following this procedure.**

1. The Court Director will determine if the complaint involves a judge, court staff, or an attorney who practices in the Tulalip Tribal Court.
  - (a) If the complaint is about court staff, then the Court Director will investigate the complaint and decide how to resolve it.
  - (b) If the complaint is about the Court Director, the Executive Director of Law & Justice will investigate the complaint and decide how to resolve it.

- (c) If the complaint is about an attorney who practices in the Tulalip Tribal Court, the Court Director will appoint an investigative officer to review the allegations in accordance with TTC 2.05.080(e).
- 2. If the complaint is about an Associate or Pro Tem Judge of the Tulalip Tribal Court, the Court Director provides the complaint to the Chief Judge. If the complaint is directed toward the Chief Judge, the Court Director provides the complaint to the Chief Justice of the Tulalip Court of Appeals.
  - (a) The Court Director and the Chief Judge confer to see if they agree whether the complaint alleges a cause matter as defined by TTC 2.05.040(5), or if the complaint is a legal matter that should be or should have been made through a motion for reconsideration or appeal to the Tulalip Court of Appeals.
  - (b) If the Chief Judge and Court Director determine the complaint is a legal matter and not a cause matter, then determination will be communicated to the complainant. If the initial determination of the Court Director and Chief Judge is that the allegations describe a cause violation of TTC 2.05.040(5), the Chief Judge will investigate.
  - (c) The Chief Judge shall review the record available to determine whether they believe a cause violation has occurred.
  - (d) After the investigation is complete, the Chief Judge and Court Director shall meet to decide whether a cause violation has occurred, and what recommended course of action should be made.
- 3. The results of the investigation will be provided to the complaining party in writing. Or, if no reply is required or requested, a notation will be entered, and the Court Director will maintain a copy of the complaint.

#### **IMPORTANT INFORMATION:**

***These procedures do not apply to a motion for reconsideration or an appeal for a decision made by a judge. Please confer with your attorney about any judicial decisions.***

***You must file a motion for reconsideration within 10 judicial of the decision or order. You must file an appeal of a court decision within 15 judicial days.***

***With your help and input, the Tulalip Tribal Court will continue providing a quality judicial system for everyone. All complaints are strictly confidential while the investigation is pending.***

**Honorable Chief Judge** *Meredith Drent*

**Honorable Associate Judge** *Thomas Miller*

**Honorable Associate Judge** *Mark Pouley*

**Honorable Associate Judge** *Peter Boome*

**Honorable Associate Judge** *Christine Frausto*

**Court Director**, *Jehrad Kimble 360-716-4778*



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## Citizen Complaint

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

To: All Tulalip Tribal Court Clients  
Fm: Jehrad Kimble, Court Director  
Re: Citizen's Complaint

Please be specific as possible when making a Tulalip Tribal Court complaint. All complaints to the Tulalip Tribal Court are strictly confidential while the Court conducts its investigation.

### COMPLAINANT:

NAME

PHONE

ADDRESS

### COMPLAINT IS MADE ABOUT THE FOLLOWING PERSON:

NAME OF PERSON

JOB TITLE

### ADDITIONAL INFORMATION

1. IS YOUR COMPLAINT ABOUT A TULALIP COURT CASE? ☐ Yes ☐ No

IF YES, PLEASE PROVIDE THE CASE NAME AND NUMBER.

Case Name:

v.

Case Number:

2. WHAT IS YOUR RELATIONSHIP TO THE CASE? (CHECK ONE)

☐ Plaintiff/Petitioner

☐ Defendant/Respondent

☐ Attorney for

☐ Observer in court

☐ Other (describe):

☐ None – there is no case involved.

3. WHAT IS THE GENERAL NATURE OF YOUR COMPLAINT?

☐ Judicial conduct or demeanor

☐ Court staff conduct or demeanor

☐ Judicial or Court staff error

☐ Violation of ethical rules

☐ Safety concern

☐ Attorney/Spokesperson misconduct or concern

☐ Other concern:

*The Citizen's Complaint Process cannot be used to review a case for judicial error or to direct a different result in the case. Those issues are handled through the appeals process available through the Tulalip Court of Appeals. If you seek to change the outcome of your case, then you should review the requirements for filing an appeal.*

The Tulalip Tribal Court  
**Citizen Complaint Form (continued)**

**NATURE OF COMPLAINT:**

1. DATE OF INCIDENT:
- TIME OF INCIDENT:
2. DESCRIBE THE CIRCUMSTANCES/ISSUE. INCLUDE WHAT HAPPENED, WHEN AND WHERE IT HAPPENED, AND ANY INFORMATION THAT WOULD HELP AN INVESTIGATOR CHECK THE FACTS. USE ADDITIONAL PAPER IF NECESSARY.

The Tulalip Tribal Court

Citizen Complaint Form (continued)

3. DID YOU TALK TO ANY STAFF PERSON AT THE COURT ABOUT YOUR CONCERNS? ☐ NO ☐ YES (describe):

WERE THEY HELPFUL? ☐ NO ☐ YES (describe):

4. BRIEFLY DESCRIBE THE SPECIFIC ACTION YOU WOULD LIKE THE TRIBAL COURT TO TAKE IN THIS MATTER:

5. PLEASE LIST ANY ADDITIONAL PARTIES WHO MAY HAVE MORE INFORMATION ABOUT YOUR COMPLAINT, INCLUDING ANY PHONE NUMBERS WHERE THEY MAY BE REACHED.

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

DATE

SIGNATURE

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

Updated 3-24 SC

Clear Form

Print Form