

Judicial Conduct Commissioner

Checklist for making a complaint

Once you have decided to make a complaint to the Judicial Conduct Commissioner it is important that you are prepared with information relevant to your complaint.

This information would include:

- The name of the judicial officer who is the subject of your complaint
- The details of the court, tribunal or other body where the judicial officer works (name, address and telephone number)
- If your complaint relates to a particular hearing in a court, tribunal or other body, the details of that hearing (names of the parties to the case, date and action number)
- Details of the conduct of the judicial officer about which you wish to complain
- The names and contact details of any person(s) who may have witnessed the alleged conduct
- Any relevant documents that support your complaint (such as relevant passages of transcript)

MAKING YOUR COMPLAINT

All complaints made to the Judicial Conduct Commissioner **must** be made in writing.

You are encouraged to make your complaint via the online complaint form on the JCC website:
www.jcc.sa.gov.au

You may also make your complaint:

- via email: admin@jcc.sa.gov.au, or
- via mail: GPO Box 11066, Adelaide, South Australia 5001

General enquiries may be made via telephone on (08) 8207 8311.