Supreme Court of An Certification and Lic 1501 West Washington, Suite Phoenix, AZ 85007	ensing Division	For Office Use Only Complaint Number:
Note: This for	Complaint Form rm can be filled out onscreen ar	nd printed.
Please Check the	e Box for the Appropriat	te Program
Confidential Intermediary	Defensive Driving	Fiduciary
Legal Document Preparer	Certified Reporter	
Who are	you Filing this Complai	nt about:
Name:		
Mailing Address:		
City:	State:	Zip:
Telephone Number (If Known):		
Court Appointment: UYES		
Plea	se Provide Your Informa	ation:
X 7 X 7	D	
Your Name:		
Your Relationship to Consumer		
Business/ Organization Affiliation	on:	
Do you have an attorney?		
	4°	natter?
Has there been or is any legal ac YES NO	ction pending related to this i	

Description of Allegations

Describe the circumstances surrounding the complaint. Please include important dates, times, places, names, and court file numbers, if applicable. Please forward copies of any available documentation regarding the circumstances such as contracts for services, receipts, court documents, etc.

(add attachments if needed)

This statement is true and accurate to the best of my knowledge.

Signature

Date

Please mail or fax complaint to: Supreme Court of Arizona Certification and Licensing Division Attention: Programs and Investigations Unit 1501 West Washington, Suite #104 Phoenix, AZ 85007-3231 FAX # 602-452-3958

WILL NOT BE RELEA THE COMPLAINT.	SED. THIS PAGE WILL N	OT BE SENT TO TH	E SUBJECT (
Subject's Name:			
Your Name:			
	Confidential Infor	mation	
Your Address:			
City:	State:	Zip:	
Home Phone:	Work Phor	ne:	
Email Address:			



Supreme Court of Arizona Certification and Licensing Division 1501 West Washington, Suite 104 Phoenix, AZ 85007

Complaint Review Procedures

The guidelines listed below are general steps after a complaint has been filed with the Certifications and Licensing Division ("Division").

These procedures are regulated by the Arizona Code of Judicial Conduct ("ACJA").

Filing a Complaint – ACJA § 7-201 (H)(2)

- When a complaint is received by the Division the information is verified and a complaint number is assigned.
- The complaint is screened to determine if it falls within the Division's jurisdiction and warrants investigation. If it does not, the complaint may be dismissed by the division director.

Investigation - ACJA § 7-201 (H)(3)

- An acknowledgement letter is mailed to the complainant, and a notice of complaint is mailed to the certificate holder with a copy of the complaint excluding any confidential information.
- The certificate holder is required by the ACJA to respond, and a copy of the response shall be forwarded to the complainant.

Investigative Summary and Probable Cause Review - ACJA § 7-201 (H)(4) and (5)

- Upon completing the investigation, a written summary is prepared and reviewed by the probable cause evaluator.
- The probable cause evaluator can direct the Division to investigate further, determine probable cause does not exist demonstrating the certificate holder committed any acts of misconduct, or determine that probable cause does exist.
- If probable cause is found, the Division shall forward the complaint to the appropriate board with a written recommendation by the division director for the appropriate disposition.

Board - ACJA § 7-201 (H)(5)

- Board meetings are open to the public, however, the public is **not** allowed to address the board at any time unless formally invited.
- Dates, times, locations, and the agendas for each board meeting can be located through the Division's website under each individual program.
- The board shall review the complaint and may resolve it through dismissal, issuing an advisory letter, issuing informal or formal discipline, or scheduling a formal interview.

For more information regarding the process after these steps please refer to the ACJA. The ACJA is available online through the Division's website under each individual program or a hard copy can be provided by request.

Certifications and Licensing Website: Http://www.supreme.state.az.us/cld/