

# The Tulalip Tribal Court

6332 31<sup>st</sup> Avenue NE, Suite B, Tulalip, WA 98271

P: 360-716-4773 F: 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/FormsAndFilings/CourtForms](http://www.tulaliptribalcourt-nsn.gov/FormsAndFilings/CourtForms) 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, Interim 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 review the complaint to determine if it falls under the guidelines as a non-legal or case-related issue.
2. The Court Director will investigate the complaint and obtain facts.
3. The Court Director will decide how to resolve the complaint.
4. A reply will be submitted to the complaining party in writing or via phone. Or, if no reply is required or requested, a notation will be entered, and the Court Director will maintain a copy of the complaint.

**NOTE:**

***These procedures do not apply to a motion for reconsideration or an appeal for the legal decision made by a judge.***

***You must file a motion for reconsideration within 10 days of service of the decision or order T.T.C. 2.20.110. Please confer with your attorney about any judicial decision.***

***You must appeal a court decision within 20 days, as provided by the Tribal Justice System T.T.C. 2.20. Please confer with your attorney about any judicial decision.***

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

**Honorable Chief Judge** *Meredith Drent*

**Honorable Associate Judge** *Josh Heath*

**Honorable Associate Judge** *Mark Pouley*

**Honorable Associate Judge** *Peter Boome*

**Honorable Associate Judge** *Christine Frausto*

**Interim 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, Interim Court Director  
Re: Citizen's Complaint/Commendation Form

Please be specific as possible when making a Tulalip Tribal Court complaint. All complaints to the Tulalip 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:

### NATURE OF COMPLAINT:

1. DATE OF INCIDENT

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

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

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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?

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

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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 form is true, correct and complete to the best of my knowledge.

DATE

SIGNATURE

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*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.*