



Instructions and Form for Feedback Regarding Court Services and Personnel

The T&H Tribal Court wishes to be responsive to the needs and concerns of the community and take steps to ensure that the Court is fair and impartial. The Court has established a process for public feedback to help the Court identify problems and improve our services.

This form is for members of the public who have concerns about Court services or the conduct of judges or staff. This form may also be used to provide the Court positive feedback. This form is not meant to be used if you disagree with the Court's decision in a case. Instead, you should consult with your attorney and the rules governing appeals in Chapter 3 of the Court Procedures Code.

If you wish to file a complaint or commendation, please follow these steps:

1. Fill out this form. You may ask someone to help you fill it out.
2. Return the completed form:
 - a. In person to the Court Administrator or designee
 - b. By email to judicialcomplaints@ccthita-nsn.gov
 - c. By fax to (866) 532-3558

The Court will review and respond to all complaints. If a complaint is received about a judge, the Court will follow the procedure in the Tribal Court Rules of Judicial Conduct (<http://www.ccthita.org/government/legislative/GoverningDocs/TribalRulesofJudicialConduct.pdf>), including a review of the complaint and, if warranted an investigation and, in some instances a hearing. The complainant will be notified once a decision is made.

Below is a summary of the rules in Section 3 of the Tribal Rules of Judicial Conduct governing the conduct of judges:

- A judge should avoid uphold the integrity and independence of the judiciary and avoid impropriety or the appearance of impropriety.
- A judge should not allow their personal, family or clan relationships influence decisions in cases or use their office to advance their or others' private interests.
- A judge should not testify voluntarily as a character witness.
- A judge should not be a member of an organization that practices discrimination.
- A judge should maintain professional competence in the law.
- A judge should decide matters promptly.

- A judge should be patient, dignified, and courteous to anyone they interact with in their official capacity, and they should hold anyone under their control to the same standards.
- A judge should respect and comply with the laws and traditions of Tlingit and Haida.
- A judge should act without bias or prejudice and should not allow others under the judge's control to act with bias or prejudice based upon race, tribal citizenship, gender, religion, national origin, disability, age, sexual orientation or socioeconomic status.
- A judge should not consider communications made to the judge outside the presence of the parties concerning a case except in certain circumstances.
- A judge should not make public comment about a case and should not reveal confidential information of tribal programs, citizenship or enterprises except as permitted by tribal law.
- A judge should not praise or criticize a juror for their verdict other than thanking them for their service.
- Except when otherwise stated in the rules, a judge should recuse themselves from a case if they believe they cannot act with impartiality or their impartiality might be questioned; for example, if they have a history with or financial interest in the case or parties.
- A judge should avoid inappropriate political activity and extrajudicial activities that might interfere with judicial duties.
- A judge should resign from judicial office if they become a candidate for, elected or appointed as Tribal Assembly Delegate.
- A judge should not engage in financial business dealings that may be perceived to take advantage of the judge's position or involve them in frequent business transactions or relationships with people likely to come before the Court.
- Unless consistent with law or tradition, a judge should not accept an appointment to a tribal position concerned with matters other than the improvement of the law, the tribal justice system or the administration of justice.

If your complaint concerns a disagreement with a judge's decision in a case, you should consult an attorney regarding the possibility of an appeal. Under Chapter 3 of the Court Procedures Code an appeal must be started within 30 days of a court decision.

Court Complaint/Commendation Form

Please be as specific as possible in completing this form. Complaints are strictly confidential except to the extent disclosure is required for inquiry and response.

1. Your name and contact information:

Name: _____

Address: _____

Phone: _____

2. The Tribal Court judge, staff, or other person(s) involved:

Name of Person(s):

Job Title(s):

3. Nature of complaint or commendation:

Date of incident: _____

Describe your concerns or commendation and the circumstances. Use additional paper if necessary.

Please list any persons who may have information about the circumstances discussed in your complaint. Include any phone numbers where they may be reached.

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

Date

Signature

NOTE: Once this complaint/commendation form is received by the Tlingit & Haida Tribal Court, it will be reviewed, as appropriate, an internal inquiry will be conducted, and a written response will be provided to you by a mailed letter to the address you provide above.