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| Honorary Justice Services Support |
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Complaint form about the conduct of an honorary justice in Victoria

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| Before completing this form, please refer to the Complaints Policy and Procedure – Honorary Justice Services Support to ensure that you provide correct information to assist the department in resolving your complaint as soon as possible. The complaints policy is available at [justice.vic.gov/complaints](https://www.honoraryjustices.vic.gov.au/guideline-on-handling-complaints-against-honorary-justices) | | | | |
| **Your Details** | | | | |
| Title | Mr  Mrs  Ms  Miss  Other | | | |
| Last Name |  | | | |
| First Name |  | | | |
| Postal Address |  | | | |
| Telephone Number |  | | | |
| Email Address |  | | | |
| **Honorary Justice details** | | | | |
| Name of Justice of the Peace/Bail Justice | | |  | |
| JP/BJ ID Number (If known) | | |  | |
| Date incident occurred | | |  | |
| Location/Venue | | |  | |
| **Details of Complaint**  (Please write a brief summary of the incident, being as specific as you can about the details, including any relevant background, history etc). It is important to note that the department cannot interfere with a decision of a bail justice. | | | | |
| *For example:* Procedural, behavioural, technical/application of legislation | | | | |
| **Please attach additional pages if you need more space or have any evidence about the matter.** | | | | |
| Thank you for taking the time to complete this form. All complaints received are handled confidentially. Information relating to a criminal matter may however, need to be disclosed to appropriate authorities.  An officer of the Department will acknowledge your complaint in writing within 10 working days of receipt. The Department will endeavour to resolve your complaint as quickly as possible. However, if your complaint is complex or external enquiries need to be made or legal advice is sought, this process may take longer.  You will be notified in writing of the outcome as soon as possible. | | | | |
| **Privacy** | | | | |
| The Department of Justice and Community Safety is committed to the protection of individual’s personal information through compliance with the *Information Privacy Act 2000*.  The department's Information Privacy Policy is available at [justice.vic.gov.au](https://www.honoraryjustices.vic.gov.au/legislation) and explains:   * the types of information collected in response to correspondence, including complaints * why it is collected * what is done with it * how it is handled | | | | |
| I declare that the above information is true and correct to the best of my knowledge. | | | | |
| Signature: | | | | Date: |
| **Office Use Only** | | | | |
| Date Received | |  | | |
| Date Acknowledged | |  | | |
| Category of Complaint | |  | | |
| Internal Reference | |  | | |
| Date Finalised | |  | | |
| Action Taken (brief summary): | | | | |
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**Please return completed form to:**

Honorary Justice Services Support

Department of Justice and Community Safety Telephone: (03) 9136 3415

GPO Box 4356 Email: [HJSScomplaints@justice.vic.gov.au](mailto:HJSScomplaints@justice.vic.gov.au)

MELBOURNE VIC 3001