

*** PLEASE NOTE: A GRAND JURY COMPLAINT SHOULD BE SUBMITTED ONLY AFTER ALL
ATTEMPTS TO CORRECT THE SITUATION HAVE BEEN UNSUCCESSFUL ***

GRAND JURY COMPLAINT FORM INSTRUCTIONS

1. Complaint Regarding:

- Include the name of the individual or organization that is the subject of your complaint. Ensure correct spelling of names.
- If the complaint is against an individual in an organization, include that individual's title or position in the organization.
- Provide a physical address (not a PO Box) and city/town. Please note that the Trinity County Grand Jury is restricted by law to operate within the county.
- Provide a telephone number if possible.

2. Specifics of the Complaint:

- Describe the problem.
- Be as concise as possible, while providing dates, times, names, and other relevant specifics.
- Provide specific instances, rather than broad or general statements.
- Please do not include photographs, witness statements, or other supporting information at this time. The Grand Jury may request any such details at a later date.
- If more space is required you may attach additional pages. Please number each additional page, such as -Page 2 of 9 - and sign each page at the bottom.

3. Complainant Information:

- You may submit an anonymous complaint, however this may make an effective investigation difficult or impossible to complete.
- If you don't wish to remain anonymous, include your name, mailing address, and telephone number.
- Read the advisory statement that you've provided the information in this complaint under penalty of perjury.
- Sign the complaint form.
- Submit the complaint to the address provided on the form.

4. Response:

- The Grand Jury will acknowledge receipt of your complaint.
 - o If an investigation is conducted you may be contacted again.
 - o In the event that an investigation is not conducted you may be notified of the reason(s).