



# TEXAS COURT CLERKS ASSOCIATION ETHICS COMPLAINT FORM

- If you are filing a complaint about more than one Clerk, please complete a separate form for each person.
- You must complete this form and submit electronically to the Ethics Committee Chair.
- You may upload additional pages to this submission if necessary.

**\*Indicates required fields**

**Please note: Faxed complaints will not be accepted.**

\*Your name: \_\_\_\_\_ \*Preferred Phone \_\_\_\_\_

\*Email: \_\_\_\_\_

\*Court: \_\_\_\_\_ \*Judge: \_\_\_\_\_

\*Court Address: \_\_\_\_\_ \*County: \_\_\_\_\_

\*City/State/Zip: \_\_\_\_\_ Best time to call: \_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_

PLEASE FILL IN ALL INFORMATION AVAILABLE FOR ANY WITNESSES (attach additional pages as needed)

<p>Please provide: Name, Address, Phone Number, and what the person witnessed</p> <p>Witness #1:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Witness #2:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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**If you are submitting documents, please provide copies, not originals.**

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*I understand that as part of the investigation, the Clerk may be provided a copy of this complaint.* Please note: the Ethics Committee will do its best to maintain your confidentiality, **if you so request**. However it may not be possible for us to pursue our investigation without revealing your identity at some point. If it is necessary to reveal your identity directly to the Clerk, we will advise you before proceeding.

\*I request that my identity be kept confidential     YES     NO

Details of Complaint

Please type or print the factual details of your complaint, including the date(s) of the alleged incident in the space below. If more space is needed, attach additional sheets. Please sign and date each additional sheet. Your complaint should be as specific as possible. PLEASE PROVIDE FACTUAL INFORMATION.

\*NAME OF PERSON THIS COMPLAINT IS AGAINST: \_\_\_\_\_

\*DATE OF ALLEGED INCIDENT: \_\_\_\_\_

THIS COMPLAINT IS BASED ON THE FOLLOWING:

I hereby attest that the information I have provided above accurately depicts the details regarding this complaint, and I have factual knowledge of this incident. I declare that the above statement(s) are true and accurate.

\*COMPLAINANT'S NAME (typing your name here constitutes your signature): \_\_\_\_\_

\*DATE: \_\_\_\_\_