**COMPLAINT/SUGGESTION/FEEDBACK FORM**

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| --- | --- | --- | --- | --- |
|  | ***Tick Box*** | | | |
| ***I would like a written response in relation to my Complaint/Suggestion/Feedback submission*** | **YES** |  |  |  |

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| --- | --- | --- | --- | --- |
| **FORM** *(Circle Relevant)* | ***Complaint/Suggestion/Feedback*** | | **DATE:** |  |
| **FIRST NAME:** |  | **SURNAME:** |  | |
| **PHONE NUMBER:** |  | **MOBILE:** |  | |
| **EMAIL:** |  | | | |
|  |  |  |  | |
| **PREFERRED CONTACT:** |  | | | |
|  |  |  |  | |
| **FEEDBACK/SUGGESTION/COMPLAINT:** | | | | |
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**How we handle your complaint or feedback**

If you have constructed feedback or suggestions we are more than happy to receive these. Please put them in writing or alternatively fill in this form. It will be tabled for discussion at the next meeting.

If you have a complaint, we will respond as quickly as practicable. We will let you know if we can resolve the matter or whether we need more time to investigate. We will endeavour to keep you informed of the progress of your complaint.

Please place your form in an envelope marked *The Secretary, Private and Confidential*, seal it and place it in the locked box at the Court Coordinators desk.