



John H. Lightfoot, Jr.
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State of New Hampshire Guardian ad Litem Board

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Introduction to the Complaint Form

We recommend reading the synopsis of the complaint process, available on the board's website.

Pursuant to Gal 203.01 (d), answers provided on this form shall be provided using a keyboard or be legibly printed in ink. This form is to be signed by the complainant and shall have all sections completed or designated as "not applicable."

Pursuant to Gal 203.01 (c) (2), the complaint filing fee specified in Gal 304.01 (\$100 as of September 15, 2007) must be submitted with this complaint in the form of a valid check or money order. The check or money order should be made out "State of New Hampshire: GAL Board"

Pursuant to Gal 203.04 Waiver of Filing Fees. Upon the written request of a complainant filed at the time of the complaint, or upon its own initiative, the board shall waive the complaint filing fee set forth in Gal 203.01 (a) and Gal 304.01(e) if the board concludes that to do so would encourage continued cooperation between the board and the judiciary, other entities of government or individuals involved in matters relating to guardians ad litem.

Persons filing a complaint should, however, consult the administrative rules of the Guardian ad Litem Board and RSA 490-C for specific information and requirements regarding procedure, the "Ethical Standards and Standards of Practice" applicable to certified guardians ad litem and other matters bearing on the complaint process.

Complaint Checklist:

- The original and 3 copies of the form and attachments in its entirety.**
 - A signed, fully executed complaint form (Gal Form 13)
 - Copies, but not originals of any documents that the person making the filing believes directly relate to the complaint, attached to each complaint form.
 - Copies, but not originals of any Guardian ad Litem Reports submitted
 - Copies, but not originals of all court orders issued after the GAL was appointed.
- The complaint filing fee in the form of a valid check or money order made out to "The State of New Hampshire: GAL Board." The fee is \$100.
~ or ~
- Waiver request that complies with GAL 203.04.

Please note that if you wish to submit additional items after the initial complaint, you must include an additional 3 copies of whatever you are submitting.

STATE OF NEW HAMPSHIRE

Guardian ad Litem Board

Complaint Form

For Office Use Only: GAL Form 13 (3/1/11) Received Date: _____ Notify By: _____ GAL certified? _____

1. Name of person making complaint:

2. Street address of person making complaint

3. Mailing address of person making complaint (if different from street address):

Check here if address is the same as Street Address

4. Daytime telephone number of person making complaint:

5. E-mail address of person making complaint (if any):

6. Name of guardian ad litem complained against:

7. Business address of guardian ad litem complained against:

8. Business telephone number of guardian ad litem complained against:

9. Specify the beginning and ending dates of the action, omission or event about which this complaint is being made:

Beginning date: _____

Ending date: _____

10. Specify which provision(s) of Chapter Gal 500 of the administrative rules of the Guardian Ad Litem Board [“Ethical Standards and Standards of Practice”] it is claimed that the guardian ad litem violated (identify the specific rule number). *[Attach additional pages as needed]*:

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____

11. If it is alleged that the guardian ad litem violated Gal 503.01 (f) or any other provision of Chapter Gal 500 of the rules of the Guardian ad Litem Board that refers to statutory provisions, rules of court, guidelines, protocols or orders applicable to the guardian ad litem, specify the statutory provision(s), rule(s) of court, guideline(s), protocol(s) or order(s) alleged to have been violated *[Attach additional pages as needed]*:

Check here if not applicable

- (1) _____
- (2) _____
- (3) _____
- (4) _____

12. Provide a brief description of the action, omission or event about which the complaint is being made *[Attach additional pages as needed]*:

13. Please specify the type of case, proceeding or activity that gave rise to the complaint (check all that apply)

- Abuse & Neglect Proceeding Delinquency Proceeding Criminal Action
 Termination of Parental Rights Child in Need of Services (CHINS) Proceeding
 Marital, Custody or Parental Rights and Responsibilities Case

Another matter (include brief description of the nature of the matter, action, case, proceeding or activity):

14. Regarding the matter about which this complaint is being made about:

A. Has the matter been brought to the attention of any court?

- YES NO

B. If the answer to 14. A. is yes, please provide:

i. The name of the court: _____

ii. A brief description of any proceeding in the court relative to the matter complained of [*Attach additional pages as needed and any relative court orders*]:

15. If this complaint stems from a court case in which the guardian ad litem complained against was appointed, what was your role in that court case?

16. Does the matter complained of stem from the actions of a guardian ad litem in a case:

A. In which a trial or judicial proceeding is in progress?

- YES NO

B. In which the guardian ad litem complained against is presently performing, or is under a duty to perform, activities, regardless of whether a trial or judicial proceeding is in progress?

- YES NO

C. Which is pending on an appeal relating to issues within the scope of the guardian ad litem's appointment, regardless of whether a trial or judicial proceeding is in progress?
 YES NO

D. In which the period to appeal issues within the scope of the guardian ad litem's appointment has expired?
 YES NO

17. Pursuant to Gal 203.01 (b) (14), please attach hereto a list of supporting materials that you believe directly relate to the complaint. Please note that copies, not originals, of such documents should be submitted with the completed complaint form and filing fee. See Gal 203.01 (c).

Check here to indicate that a list is attached

18. If this complaint is being submitted by court personnel acting in an official capacity, please specify below what documents, facts or other materials connected with the complaint are confidential in nature, together with a specification of the statute, court rule, order or other authority under which the documents, facts or other material are made confidential [*attach additional pages as necessary*]:

Check here if question not applicable because complaint not filed by court personnel

Check here if complaint filed by court personnel but no items are confidential

Item: _____ Authority: _____

Item: _____ Authority: _____

19. **Certification.**

By signing this complaint, I hereby certify that:

- A. The information provided on the complaint form is true and accurate, to the best of my knowledge;
- B. The supporting materials submitted in conjunction with the complaint are **complete, unaltered** and **accurate** copies of the material listed; and
- C. I acknowledge that, pursuant to RSA 641:3, knowingly making a false representation on the complaint form is punishable as a misdemeanor.

Signature: _____

Date: _____

Name (printed or typed):

Pursuant to RSA 641:3, false statements made on this form are punishable by law.

LIST OF DOCUMENTS

The following form may be used to list the documents that the complainant believes directly relates to the complaint. Alternatively, the complainant may submit a list of his or her own creation. Please attach additional pages as needed. Copies of documents should be included with the filing.

Name of person making complaint:

Name of guardian ad litem complained against:

Date of complaint: _____

Document 1: _____

Document 2: _____

Document 3: _____

Document 4: _____

Document 5: _____

Document 6: _____

Document 7: _____

Document 8: _____

Document 9: _____

Document 10: _____

Document 11: _____

Document 12: _____

Please Note

Filings with, and hearings held before, the Board might in some circumstances implicate matters that are confidential according to statutory or case law, administrative or court rules or court orders. RSA 490-C and the rules of the Board contain provisions relating to confidentiality issues and in some circumstances allow the Board to issue orders regarding confidentiality. Persons filing matters with the Board or involved in hearings before the Board are encouraged to review statutes and rules relative to confidentiality.