



State of New Hampshire
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
DIVISION OF LICENSING AND BOARD ADMINISTRATION
7 Eagle Square, Concord, NH 03301
Phone: 603-271-2152

Guardian ad Litem Board

Complaint Form

Instructions:

1. *Persons, including court personnel, who wish to complain to the board of misconduct by a board-certified Guardian ad Litem, or about the conduct of a formerly certified Guardian ad Litem who allegedly engaged in prohibited acts while certified by the board, shall submit to the board an original and 3 copies of a written complaint.*
2. *Complete all sections legibly and in ink with the requested information.*
3. *All areas shall be completed. Use "NA" if the question is not applicable.*
4. *If additional pages are needed to respond to a question, the corresponding Complaint form Part Name and Letter, and sub-section shall be provided at the beginning of each answer on an additional page.*
5. *The complainant shall sign and date the complaint form.*

Part A: Complainant Information

1. Complainant's full Name and address:

a. *First:* _____ *Middle:* _____ *Last:* _____

b. *Number and Street address:* _____

c. *Town/State:* _____ *Zip Code:* _____

2. Complainant's mailing address (if different than above):

a. *Mailing address:* _____

b. *Town/State:* _____ *Zip Code:* _____

3. Complainant's daytime telephone number: _____

4. Complainant's email address (if any): _____

Part B: Information of Guardian ad Litem complained against

1. Guardian ad Litem's name and business address:
 - a. *First:* _____ *Middle:* _____ *Last:* _____
 - b. *Business Number and Street address:* _____
 - c. *Town/State:* _____ *Zip Code:* _____
2. Guardian ad Litem's business telephone number: _____

Part C: Complaint Information

1. Specify the particular section heading or headings of Chapter Gal 500 of the administrative rules of the Guardian ad Litem Board that the complainant contends the Guardian ad Litem has violated. *[Attach additional pages if needed.]*
2. Identify the specific statute, rule, guideline, protocol or order alleged to have been violated, if the complainant alleges that the Guardian ad Litem has violated Gal 503.01 (f), or any other provision of Chapter Gal 500 of the administrative 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. *[Attach additional pages if needed.]*
3. Provide a brief description of the action, omission, or event about which the complaint is being made:
4. Provide the beginning and ending dates of the action, omission or event about which, the complaint is being made:

Beginning date: _____ Ending date: _____
5. Specify the type of case, proceeding or activity that gave rise to the complaint (check all that apply):

_____ Abuse & Neglect Proceeding
_____ Termination of Parental Rights Proceeding
_____ Children in Need of Services (CHINS) Proceeding

_____ Delinquency Proceeding

_____ A Criminal Action

_____ Marital, Custody or Parental Rights and Responsibilities Case Proceeding

_____ Another matter, together with a brief statement of the nature of the matter, action, case, proceeding or activity at issue.

6. Has the matter which the complaint is being made been brought to the attention of any court?

a. _____ Yes _____ No

b. If the answer to 6.a. above is Yes, provide:

i. The name of the court: _____

ii. A brief description of any proceeding in that court relative to the matter complained of:

7. If the matter complained of stems from a court case in which the Guardian ad Litem complained against was appointed, what was your role in that court case?

8. 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:
or

_____ Yes _____ No

c. In which the period to appeal issues within the scope of the Guardian ad Litem's appointment has expired.

_____ Yes _____ No

9. Pursuant to Gal 203.01 (b) (14) attach a list (see "List of Documents Form" at end of Complaint Form) of the supporting material submitted in conjunction with the complaint including:

- a. Copies, but not originals, of any documents which he or she believes directly relates to the complaint; and
- b. Copies of guardian ad Litem order of appointment, Guardian ad Litem stipulation, all Guardian ad Litem reports, and all court orders.

10. If this complaint is being submitted by court personnel acting in an official capacity, 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 is made confidential:

Part D: Certification

By signing this complaint, I hereby certify that:

- 1. The information provided on the complaint form is true and accurate, to the best of the complainant's knowledge.
- 2. The supporting materials submitted in conjunction with the complaint are complete, unaltered, and accurate copies of the material listed; and
- 3. The complainant acknowledges that, pursuant to RSA 641:3, knowingly making a false representation on the complaint form is punishable as a misdemeanor

Complainant's Signature

Date

Print Name

Send complaint and supporting materials to:

Guardian ad Litem Board
7 Eagle Square
Concord, N.H. 03301

List of Documents Form

The following form may be used to list all 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.

1. Name of person making complaint: _____
2. Name of Guardian ad Litem complained against: _____
3. Date of complaint: _____
4. Names of documents attached to complaint that directly relates to the complaint:
 - a. Document 1: _____
 - b. Document 2: _____
 - c. Document 3: _____
 - d. Document 4: _____
 - e. Document 5: _____
 - f. Document 6: _____
 - g. Document 7: _____
 - h. Document 8: _____
 - i. Document 9: _____
 - j. Document 10: _____
 - k. Document 11: _____
 - l. 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.*