

**NAPA COUNTY GRAND JURY
CITIZEN COMPLAINT FORM**

CONFIDENTIAL

Napa County Grand Jury
c/o Court Executive Office
825 Brown Street
Napa, CA 94559

Date: _____

Complainant's Name: _____

Address: _____

City: _____ Zip: _____ Phone: _____

COMPLAINT

Please identify the *specific* county/city/town board, council, commission, committee, department, or special district:

Name of government agency: _____

Address/Location: _____

If your complaint is about a specific official or employee, please identify by name and, if known to you, his/her title: _____

My complaint is (be specific; include date, time, place, and names of persons with knowledge; attach any relevant documents (e.g., correspondence, emails, photographs) in your possession; note that all such documentation becomes the property of the grand jury and will NOT be returned to you; the Napa County Grand Jury does *not* have jurisdiction over federal agencies, state agencies, including the courts, private companies, and most organizations):

Please list other persons or agencies you have contacted about this complaint and the result.

What do you believe should be the proper outcome of the Grand Jury involvement in this complaint?

Provide names and telephone numbers of others who can substantiate your allegations or provide more information.

Signed: _____

Date: _____

NAPA COUNTY GRAND JURY COMPLAINT PROCESS

ALL COMMUNICATIONS TO THE GRAND JURY ARE CONFIDENTIAL

The Grand Jury's term of service begins July 1 and ends June 30 the following year.

- Identify your specific concern and describe the circumstances as clearly and concisely as possible.
- Document your complaint with copies of pertinent information and evidence in your possession.
- Please email your complaint to grandjury@napa.courts.ca.gov or mail your complaint in a sealed envelope to:

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Among the responsibilities of the Grand Jury is the investigation of the public's complaints to assure that all branches of city and county government are being administered efficiently, honestly, and in the best interest of its citizens.

Complaints submitted to the Grand Jury will be treated confidentially whenever possible. However, it may be impossible to conduct an investigation without revealing your name and complaint.

The results of the complaints investigated by the Grand Jury are published in its final report in which the residents of the county are made aware of its investigations, findings, and recommendations and the entities reported on are required by statute to respond.