**JCIO Report form**

In all cases please tick the relevant boxes.

|  |
| --- |
| **Contact details** |
| <<TITLE>> |
| Your Name: <<NAME>> |
| Your address:  <<ADDRESS>> |
| Your contact phone numbers(s): <<PHONE\_NUMBER>> |
| Your email address: <<EMAIL>> |
| **Details of your report** |
| Hearing Date: <<HEARING\_DATE>> |
| Hearing Venue:<<HEARING\_VENUE>> |
| Judicial Office Holder:<<JUDICIAL\_OFFICER>> |
| Hearing Number:  <<HEARING\_NUMBER>> |
| Date of Alleged Misconduct:<<MISCONDUCT\_DATE>> |
| **Please tell us your concerns as clearly as possible:**   * **provide as much relevant information as possible as this is what we will use to assess your report.** * **include dates where appropriate.** * **If you have already contacted another organisation about this matter please tell us the outcome.**   <<COMPAINT>>  Additional Dates: <<ADDITIONAL\_DATES>> |
| Understanding Remit:<<UNDERSTANDING\_REMIT>> |
| **Data protection notice**  *The information you have provided in this form may be shared with third parties.*  *We usually have to disclose a complainant's complaint and identity to the person complained about or to the firm in which that person is involved. If a person making a complaint does not want to be identified we will try to respect that. However, if we are unable to progress a complaint where we think there is an overriding need to protect the public we may decide to disclose a person's identity.* |