

**STATE OF NORTH CAROLINA**  
**JUDICIAL BRANCH OF GOVERNMENT**  
 North Carolina Administrative Office of the Courts  
 Human Resources Division  
 PO Box 2448  
 Raleigh, NC 27602

Courier Box 56-10-50

Phone: (919) 890-1100  
 Fax: (919) 890-1906

**COMPLAINT FORM FOR  
 NC JUDICIAL BRANCH EMPLOYEES**

Name Of Employee		Contact Telephone Number	Email Address
Division/Facility/Worksite		Position	Immediate Supervisor

**INSTRUCTIONS**

This form is for NC Judicial Branch employees, other than those employed directly by NCAOC, to submit a complaint of discrimination or unlawful workplace harassment. See below for definitions of these terms.

Before submitting a formal complaint, an employee should first attempt to discuss the matter with an immediate supervisor. If the complaint concerns the behavior or actions of the immediate supervisor, the employee should attempt to discuss the matter with the next higher-level supervisor, if one is available. If the matter cannot be discussed or satisfactorily resolved with either the immediate or next higher-level supervisor, an employee may submit a written complaint to NCAOC Human Resources using this form.

**NOTE: Employees directly employed by NCAOC should use the Complaint Form For NCAOC Employees (AOC-A-187).**

Submit this completed form and accompanying documents to: Employee Relations, NCAOC Human Resources, PO Box 2448, Raleigh, NC 27602.

**DEFINITIONS**

**Discrimination:** unfavorable treatment of a person or class of persons based on race, color, religion, sex, national origin, age, disability, genetic information, or retaliation for filing or participating in a workplace discrimination complaint.

**Unlawful Workplace Harassment:** unwelcome or unsolicited speech or conduct based on race, color, religion, sex, national origin, age, disability, genetic information, or retaliation for filing or participating in a workplace harassment complaint.

**NOTE: The legitimate and proper exercise of supervision or management does not constitute discrimination or unlawful workplace harassment. The NCAOC does not have authority to direct or review the employment decisions of a Judicial Branch hiring authority or to initiate disciplinary action against a hiring authority or subject employees. Terminations are not grievable.**

**TYPE OF COMPLAINT**  
*(select at least one, or more if applicable)*

Race    Color    Religion    Sex    National Origin    Age    Disability    Retaliation    Genetic Information

**DESCRIPTION OF ALLEGATIONS**

On separate page(s), provide a narrative description of the complaint, including the following information:

1. What happened;
2. Date(s) of the alleged incident(s);
3. Name(s) of the alleged harasser(s) or respondent(s), and witnesses, if any;
4. A description of the desired final outcome;
5. List and attach any supporting documents.

Date	Signature Of Complainant
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