



Complaint and Resolution Procedures Magistrates of the 1st Judicial District of North Carolina

The Chief District Court Judge thanks you for taking the time to inform us of your complaint regarding the services you received from our magistrates. Our goal is to provide a forum for the fair and effective administration of justice without favoritism, denial or delay.

Please complete and return the Complaint Form, which is available as follows:

- At the Chief District Court Judge's Office:

<u>Physical Address:</u> Pasquotank County Courthouse 206 E. Main Street, 1 st Floor, Room C102 Elizabeth City, NC 27909	<u>Mailing Address:</u> P.O. Drawer 366 Elizabeth City, NC 27907
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- By email to lisa.a.vanantwerp-gates@nccourts.org
- At our website at www.nccourts.gov; and
- On the following page (complete by printing or typing, and email, mail or deliver to the address above)

The Chief District Court Judge will review your completed complaint form upon receipt. This process may involve, among other steps, interviewing the magistrate involved, a review of the documents prepared, if available, and/or other work performed. You may also be contacted by telephone for an interview if it is deemed necessary for resolution.

A written response will be mailed to you within 30 days of the receipt of your complaint form.

Please be aware of the following:

- We cannot address complaints regarding persons, entities, or situations that are beyond our supervision and/or control. These include, but are not limited to, complaints about the Clerk of Superior Court's Office staff, Superior Court and District Court Judges, Sheriff's Office staff District Attorneys, or Public Defenders.
- We cannot address your complaints if you do not provide us with specific information about the situation that has given rise to the complaint, such as names and dates. Complaint forms without this information cannot be processed.
- You must provide your name, mailing address, and telephone number for your complaint to be addressed. Complaint forms without this information cannot be processed.

Also note that we are bound by the guidelines set forth by law. We cannot give legal advice and cannot respond to all questions and requests for assistance.

Magistrate Complaint Form
Office of the Chief District Court Judge
1st Judicial District of North Carolina

Please print and complete this form, then return it to our office in person or by mail to :

Physical Address:

Pasquotank County Courthouse
206 E. Main Street, 1st Floor, Room C102
Elizabeth City, NC 27909

Mailing Address:

P.O. Drawer 366
Elizabeth City, NC 27907

1. YOUR FULL NAME: _____
2. TODAY'S DATE: _____
3. YOUR ADDRESS: _____
4. YOUR CASE NUMBER(S) (if applicable): _____
5. YOUR DAYTIME PHONE NUMBER(S): _____
6. YOUR EMAIL ADDRESS: _____
7. WHEN DID THIS INCIDENT OCCUR?: (Please indicate a specific date and timeframe): _____

Name of Magistrate: _____

WHAT IS YOUR COMPLAINT? Please be detailed and specific. You may attach additional sheets, if needed.

WHAT OUTCOME DO YOU HOPE TO ACHIEVE AS A RESULT OF THIS COMPLAINT? _____

WHAT OTHER INFORMATION DO YOU THINK IS IMPORTANT FOR US TO KNOW? _____

*****DO NOT WRITE BELOW THIS LINE*****

Date Received: _____

By (initials): _____

Date Reviewed: _____

By (initials): _____

For Complaints About Other Agencies and/or Judges:

Clerk of Superior Court

Camden

Jennifer Gray
P.O. Box 219
Camden, NC 27921
252-336-4000

Chowan

Dwayne Goodwin
P.O. Box 588
Edenton, NC 27932
252-368-5000

Currituck

Raymond Matusko
P.O. Box 175
Currituck, NC 27929
252-232-6200

Dare

Dean Tolson
P.O. Box 1849
Manteo, NC 27954
252-475-5200

Gates

Monica E. Wiggins
P.O. Box 31
Gatesville, NC 27938
252-357-1365

Pasquotank

Jennifer Thompson
P.O. Box 449
Elizabeth City, NC 27907
252-331-4600

Perquimans

Todd W. Tilley
P.O. Box 33
Hertford, NC 27944
252-404-5000

Sheriff's Office

Camden

Kevin Jones
P.O. Box 57
Camden, NC 27921
252-338-5046

Chowan

Edward Basnight
305 W. Freemason St.
Edenton, NC 27932
252-482-8484

Currituck

Matt Beickert
125 College Way
Barco, NC 27917
252-453-8204

Dare

Doug Doughtie
P.O. Box 757
Manteo, NC 27954
252-475-5980

Gates

Ray Campbell
202 Court St.
Gatesville, NC 27938
252-357-0210

Pasquotank

Tommy Wooten, II
200 E. Colonial Ave.
Elizabeth City, NC 27909
252-338-2191

Perquimans

Shelby White, Jr.
110 N. Church St #2
Hertford, NC 27944
252-426-5615

Public Defender's Office

Thomas P. Routten
P.O. Box 2366
Elizabeth City, NC 27909
252-331-4650

District Attorney's Office

Jeff Cruden
200 E. Colonial Ave.
Elizabeth City, NC 27909
252-331-4530

Judicial Standards Commission

P.O. Box 1122
Raleigh, NC 27602
919-831-3630

Court Manager's Office

Lisa Van Antwerp-Gates
P.O. Box 366
Elizabeth City, NC 27907