



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:

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

- 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 27907

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

<u>Camden</u>	<u>Chowan</u>	<u>Currituck</u>	<u>Dare</u>
Jennifer Gray	Dwayne Goodwin	Raymond Matusko	Dean Tolson
P.O. Box 219	P.O. Box 588	P.O. Box 175	P.O. Box 1849
Camden, NC 27921	Edenton, NC 27932	Currituck, NC 27929	Manteo, NC 27954
252-336-4000	252-368-5000	252-232-6200	252-475-5200
<u>Gates</u>	<u>Pasquotank</u>	<u>Perquimans</u>	
Monica E. Wiggins	Jennifer Thompson	Todd W. Tilley	
P.O. Box 31	P.O. Box 449	P.O. Box 33	
Gatesville, NC 27938	Elizabeth City, NC 27907	Hertford, NC 27944	
252-357-1365	252-331-4600	252-404-5000	

Sheriff's Office

<u>Camden</u>	<u>Chowan</u>	<u>Currituck</u>	<u>Dare</u>
Kevin Jones	Edward Basnight	Matt Beickert	Doug Doughtie
P.O. Box 57	305 W. Freemason St.	125 College Way	P.O. Box 757
Camden, NC 27921	Edenton, NC 27932	Barco, NC 27917	Manteo, NC 27954
252-338-5046	252-482-8484	252-453-8204	252-475-5980
<u>Gates</u>	<u>Pasquotank</u>	<u>Perquimans</u>	
Ray Campbell	Tommy Wooten, II	Shelby White, Jr.	
202 Court St.	200 E. Colonial Ave.	110 N. Church St #2	
Gatesville, NC 27938	Elizabeth City, NC 27909	Hertford, NC 27944	
252-357-0210	252-338-2191	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