

**Citizen Complaint Form**  
City and County of San Francisco  
Civil Grand Jury

**IMPORTANT:** The Citizen Complaint Form should be prepared and filed with the Grand Jury **only after all attempts to resolve the issue have been exhausted.** The Grand Jury has no authority to investigate complaints pending before a court of law or disputes between private parties. The Grand Jury does not necessarily investigate all complaints received.

**Person or Agency About Which Complaint is Made**

Name or Agency:

Address:

Telephone:

**Nature of Complaint**

Describe the events in the order they occurred and as concisely as possible:

**Contacts**

List persons or agencies contacted/consulted **prior to** this Grand Jury request.

Witnesses the Grand Jury may contact for further information:

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**Action Requested**

Describe the action you wish the Grand Jury to take:

**Citizen Submitting Complaint**

Name: \_\_\_\_\_

\*Address: \_\_\_\_\_

Telephone \_\_\_\_\_

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Signature

Date

\*NOTE: Your address is necessary in order for the Civil Grand Jury Foreperson to acknowledge your submission.

- Complaints must be submitted in writing; complaints are not accepted by phone;
- Any exhibits or supporting documents mailed in with this form will not be returned;
- The Civil Grand Jury does not investigate all complaints received. Investigations are at the discretion of the jury;
- Investigation of your complaint will not necessarily be confirmed; all investigations remain confidential until the Civil Grand Jury decides to include the findings in the final report;
- Anonymous complaints may not be responded to if the Civil Grand Jury is unable to contact you for additional information related to the complaint;
- The Civil Grand Jury cannot investigate activities outside their jurisdiction, criminal activity or disputes between private parties.