

**LOCAL INSTRUCTIONS  
FOR COMPLAINTS FILED UNDER THE JUDICIAL CONDUCT AND DISABILITY  
ACT OF 1980, 28 U.S.C. §§ 351-364**

When filing a complaint, a complainant is encouraged to use the form provided on the court's website. The complaint must be written and must include a brief statement of facts containing the information described in Rule 6. It also must comply with the following additional requirements:

1. A separate complaint, with the required number of copies, must be filed for each judge complained about.
2. The complainant must submit the following number of copies of each complaint:  
  
    court of appeals judge – original and 3 copies  
    district court or magistrate judge – original and 4 copies  
    bankruptcy judge – original and 5 copies.
3. The envelope must be marked “COMPLAINT OF DISABILITY” or “COMPLAINT OF MISCONDUCT,” and must not show the name of any judge (for further information see Rule 6(e)).
4. The Statement of Facts **should not be longer than 5 pages** (five sides).

**Complaints should be mailed to:  
Clerk of Court  
United States Court of Appeals  
Thurgood Marshall, U.S. Courthouse  
40 Foley Square  
New York, NY 10007**

**COMPLAINT OF JUDICIAL MISCONDUCT OR DISABILITY**

To begin the complaint process, complete this form and prepare the brief statement of facts described in item 4 (below). The Rules for Judicial-Conduct and Judicial-Disability Proceedings, adopted by the Judicial Conference of the United States, contain information on what to include in a complaint (Rule 6), where to file a complaint (Rule 7), and other important matters. The Rules are available in federal court clerks' offices, on individual federal courts' websites, and on [www.uscourts.gov](http://www.uscourts.gov).

Your complaint (this form and the statement of facts) should be typewritten and must be legible. For the number of copies to file, consult the local rules or clerk's office of the court in which your complaint is required to be filed. Enclose each copy of the complaint in an envelope marked "COMPLAINT OF MISCONDUCT" or "COMPLAINT OF DISABILITY" and submit it to the appropriate clerk of court. **Do not put the name of any judge on the envelope.**

1. Name of Complainant: \_\_\_\_\_  
Contact Address: \_\_\_\_\_  
\_\_\_\_\_  
Daytime telephone: ( \_\_\_ ) \_\_\_\_\_

2. Name(s) of Judge(s): \_\_\_\_\_  
Court: \_\_\_\_\_

3. Does this complaint concern the behavior of the judge(s) in a particular lawsuit or lawsuits?

Yes                       No

If "yes," give the following information about each lawsuit:

Court: \_\_\_\_\_

Case Number: \_\_\_\_\_

Docket number of any appeal to the \_\_\_\_\_ Circuit: \_\_\_\_\_

Are (were) you a party or lawyer in the lawsuit?

Party                       Lawyer                       Neither

If you are (were) a party and have (had) a lawyer, give the lawyer's name, address, and telephone number:

---

---

---

- 4. Brief Statement of Facts.** Attach a brief statement of the specific facts on which the claim of judicial misconduct or disability is based. Include what happened, when and where it happened, and any information that would help an investigator check the facts. If the complaint alleges judicial disability, also include any additional facts that form the basis of that allegation.

**5. Declaration and signature:**

I declare under penalty of perjury that the statements made in this complaint are true and correct to the best of my knowledge.

(Signature)\_\_\_\_\_

(Date)\_\_\_\_\_