

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF NEVADA  
FAMILY COURT SERVICES  
COMPLAINT FORM**



**Complaint Process Information**

If you want an investigation of and response to a complaint, you must (1) submit the complaint in writing and (2) provide a copy of the written complaint to the attorney or self-represented person on the other side. The opposing party will have the opportunity to submit a written comment to your complaint. Once the complaint has been investigated, a written response will be prepared and sent to the complaining person and to all the attorneys/self-represented persons in the case.

1. Please complete page 2 and 3 of this packet.
2. Provide a copy to the attorney or the other parent, if self-represented.
3. Return page 2 and 3 to the court via email to [admin@nccourt.net](mailto:admin@nccourt.net) or to the clerk's office.

Your complaint will be reviewed by the Court Administration. Court Administration will talk to staff involved with your case, determine where your complaint is a matter that Family Court Services can address or a legal matter only the court can address then respond to your concerns in writing.

Below is some general information about how Family Court Services and the court work.

- Responsibility for making official orders about your parenting arrangements rests with the court. No one but a judge can *order* any child custody or visitation arrangement. Family Court Services staff may advise the court regarding what they think would be best for your children, but they do not make a court order or decision. *The judge is the only person authorized to order a child custody or visitation arrangement.*
- Family Court Services cannot reverse or change a court-ordered parenting plan. Only a judge can change the court order. If you are concerned about the custody or visitation orders that were made by a judge, you must make your appeal directly to the court for a review of the case. Your attorney or the court clerk's office can tell you how to appeal a court decision.
- This complaint form is *not* an appeal for a review or reversal of court orders that have been made in your case. An appeal is a legal process over which Family Court Services has no control. Use of this form is, however, the proper way to express your grievances about the way in which Family Court Services handled your child custody counseling or evaluation.

## COMPLAINT FORM

Please complete the following questions to help us better understand your complaint. **This form will not be placed in your Family Court Services file or in your court case file.**

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

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

Phone number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Email address: \_\_\_\_\_

**Do you have an attorney?** ☐ Yes ☐ No

**This complaint is about:**

- ☐ An individual(s) in Family Court Services ☐ A Family Court Services procedure  
☐ Both an individual and a procedure ☐ A court order

If an individual(s) is the source of your concern, please provide the name(s) below (if known):

\_\_\_\_\_

**When did the action about which you are concerned happen?**

- ☐ Within the last month  
☐ Within the last 3 months  
☐ Within the last year

**Is your child custody recommending counseling or evaluation in progress at this time?**

- ☐ Yes ☐ No

**What is your complaint? Please be specific.**

## COMPLAINT FORM

**What would you like to have done as a result of this complaint?**

**What other information do you think is important for us to know?**

**Have you provided a copy of this complaint to the opposing party prior to submission with the court?** ☐ Yes ☐ No

Court administration can only investigate complaints that have been provided to the opposing party. The opposing party is entitled to comment on the content of the complaint.

\_\_\_\_\_  
Signature  
(Unsigned or anonymous complaints cannot be accepted)

\_\_\_\_\_  
Date