



Republic of Albania  
**The High Justice Inspector Office**  
**The High Justice Inspector**

**INSTRUCTIONS FOR COMPLETING THE COMPLAINT FORM**

**Dear complainant,**

The High Inspector of Justice is a constitutional institution, which is responsible for verifying complaints, investigating disciplinary violations and initiating disciplinary proceedings against judges and prosecutors of all levels, members of the High Judicial Council, members of the High Prosecutorial Council and the Prosecutor General.

The disciplinary violations are investigated by the High Inspector of Justice, based on the procedures and rules provided in law no. 96/2016 “On the Status of Judges and Prosecutors in the Republic of Albania”, amended.

The main engagement of the institution of the High Inspector of Justice is to perform the judicial functions independently, impartially and with integrity through a system of accountability in the Republic of Albania

The purpose of drafting and publishing a complaint completion guide is to help the complainant in the complaint preparation and submission to the Office of the High Inspector of Justice. On this account, please fill in the complaint form correctly, based on the following instructions.

**Instruction**

1. According to the requirements of article 120, point 2, of law no. 96/2016 “On the Status of the Judges and Prosecutors in the Republic of Albania” amended; your complaint should be in the written form.
2. You can file your complaint by filling out the complaint form. The complaint form can be completed by hand or it can be used a computer to type it. If it is completed by hand, please use uppercase letters so that the text can be legible.
3. Fill in all the required information in the relevant fields. The form of complaint also contains optional sections which you may not provide information for. If you do not provide information in these sections, you are not required to give reasons why you do not provide information. Special attention is required for the rubrics which reflect data related to the subject and the object of the complaint.
4. You should take into account that the High Inspector of Justice (ILD) is the responsible state authority for verifying complaints, investigating disciplinary violations and assessing the initiation of disciplinary proceedings against judges and prosecutors of all levels, members of the High Judicial Council, High Prosecutorial Council and Prosecutor General, but not against the judicial / prosecutorial civil service personnel who exercise public administrative functions within the judicial / prosecutorial or administrative service of a court / prosecution.

5. Accurately complete your details or your representative's details as well as your address, which will serve as a means of communication between you and the High Inspector of Justice Office. The address stated by you on the complaint form must be written correctly and completely because you will be notified through it of any official administrative action of the High Inspector of Justice Office during the review of your complaint.

6. Write accurately the name of the subject you are complaining about and the institution where this subject performs the duty. Correctly state the facts regarding the alleged violation of the judge/prosecutor, of one of the members of the High Judicial Council, High Prosecutorial Council and the Prosecutor General. Identify as much as you can on the complaint form if the alleged disciplinary violation is related to his/her perform of the duty, it is committed outside the exercising of his/her function or it has to do with committing a criminal offense. This information will assist the Office of the High Inspector of Justice in reviewing the complaint filed by you as soon as possible and in accordance with the procedures and rules provided by the law no. 96/2016 "On the Status of Judges and Prosecutors in the Republic of Albania", amended.

**7. Please note that the High Inspector of Justice (ILD) has no authority to examine issues which can be reviewed through grievance procedures in a higher court. Also, the High Inspector of Justice (ILD) has no authority to influence the court/prosecution for you to obtain a different result in your case. If you intend to change the outcome of your case, discuss it immediately with a lawyer.**

8. Attach all the necessary documents, which according to your opinion can certify the statements of facts made in the complaint. Please provide details where the necessary information can be found.

9. Enter the date and your signature on the complaint. The High Inspector of Justice (ILD) will strictly abide by all its legal obligations regarding confidentiality.

10. Send the complaint together with the attached documents to the following postal address or e-mail: Inspektori i Lartë i Drejtësisë, Bulevardi "Dëshmorët e Kombit", Godina 13, Tiranë, <http://www.ild.al>, Email: [info@ild.al](mailto:info@ild.al).

NOTE: Complaints sent to the wrong address may not be reviewed.

11. Your complaint can be submitted electronically by e-mail, FAX, by mail or directly to the Office of the High Inspector of Justice (ILD).

12. Please note that withdrawing your complaint does not interrupt the review process by the Office of the High Inspector of Justice.

13. Complaints and attached documents will not be returned.