

INSTRUCTION TO COMPLETE THE COMPLAINT FORM

Dear Complainant,

The Office of High Inspector of Justice is the state authority responsible for verifying complaints, investigating disciplinary irregularly and initiating disciplinary proceedings for judges and prosecutors of all levels, members of the High Judicial Council, members of the High Prosecution Council and General Prosecutor, as well as for the institutional inspection of courts and prosecution offices.

Verification of disciplinary irregularly and disciplinary investigation procedures are carried out 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.

This Instruction is intended to help any physic or legal person in filling out correctly the Complaint Form.

Please fill out the Complaint Form correctly by following the instructions below.

1. Based on point 2 of article 120 of law no. 96/2016 "On the status of judges and prosecutors in the Republic of Albania", amended, **your complaint must be submitted to the High Inspector of Justice in written form.**
2. Your complaint must be submitted according to the Complaint Form and can be completed by hand or by computer by filling in the relevant fields.
3. The rubrics with the symbol (*) are mandatory to be completed by any physic or legal person. The complaint form has not only mandatory sections, but also contains optional sections too, for which you may not provide information.
4. We clarify that: The High Inspector of Justice is the state authority responsible for verifying complaints, investigating disciplinary irregularly and initiating disciplinary proceedings **only** for judges and prosecutors of all levels, members of the High Judicial Council, members of the Council of the High Prosecutor's Office and the Prosecutor General, as well as for the institutional inspection of courts and prosecutor's offices. Any other subject matter is outside the scope of High Inspector of Justice responsibility.

5. The information presented in the Complaint Form must be written clearly and have all the necessary information for the purpose of its verification by the High Inspector of Justice.
6. The address written by you on the Complaint Form must be correct because through it you will be notified of any official administrative action of the High Inspector of Justice during the verification of your complaint.
7. The information related to the subject of the complaint, the institution where the magistrate carries out his activity as well as the facts about the assumed administrative irregularity must be completed in correct form.
8. We bring to your attention that: High Inspector of Justice has no authority:
 - a. to consider matters which can be reviewed through appeal procedures in a higher court.
 - b. To influence the Court or the Prosecutor's Office to obtain a different result for your case. If you are seeking to change the result of your case, you should discuss it immediately with a lawyer.
9. Please attach all the necessary documents, which in your opinion prove the statement of the facts presented in the complaint. (Please, provide where the necessary information can be found.)
10. The Complaint Form submitted to the Office of the High Inspector of Justice must have your Name, Surname, signature, and the date too. The High Inspector of Justice will strictly observe all legal obligations regarding the confidentiality of information submitted by you.
11. Your complaint (according to the standard form) can be sent by official post or presented in person to the official address of the High Inspector of Justice: High Inspector of Justice, Address: Boulevard: "Dëshmorët e Kombit", Building no. 13, Tirana, by fax or by e-mail to – at the official email: info@ild.al.
12. We inform you that: Your request, to retract your complaint does not interrupt the process of verification by the Office of the High Inspector of Justice.
13. The Complaint Form and other documents related to it are not returned to the complainant but are part of the High Inspector of Justice archive fund.