**CLIENT / USER COMPLAINTS FORM**

**YOU SHOULD USE THIS FORM TO MAKE A COMPLAINT ABOUT THE LAW AND INFORMATION**

**CENTRE, IN RELATION TO THE WAYS IN WHICH IT OPERATES ITS SERVICE TO CLIENTS.**

**ALTERNATIVELY, YOU MAY GO STRAIGHT TO THE NEXT STAGE, AND REQUEST AN INTERVIEW**

**WITH THE CENTRE’S REPRESENTATIVE, IF YOU WISH.**

**PERSONAL DETAILS.**

**YOUR NAME: ……………………………………………………………………………….**

**YOUR ADDRESS: ……………………………………………………………..**

**…………………………………………………………….**

**……………………… POSTCODE …………………………**

**NATURE OF MATTER BEING DEALT WITH: ………………………………………………………………..**

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**PERSON DEALING WITH THE MATTER: …………………………………………………………………….**

**DATE OF INCIDENT COMPLAINED OF: …………………………………………..**

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**WHAT IS YOUR COMPLAINT?**

**WHAT REPARATION ARE YOU ASKING FOR?**

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**IS THERE A TIME WHEN IT IS NOT CONVENIENT FOR YOU TO HAVE AN APPOINTMENT?**

**SIGNED:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**