

**INSTRUCTIONS FOR FILLING OUT THE
COMPLAINT AGAINST GUARDIAN AD LITEM/
ATTORNEY FOR MINOR CHILD**

JD-FM-276A New 9-19
P.B. § 25-61A(b)(3)

STATE OF CONNECTICUT
SUPERIOR COURT
www.jud.ct.gov



Read these instructions before filling out and filing the form.

1. Please fill out the form electronically. You can do that online at <https://jud.ct.gov/webforms/forms/FM276.pdf> and you can save it. If you cannot fill out the form online, then fill it out by printing in ink only. If we cannot read your complaint, it will be returned to you. Please keep a copy of the complaint for your records.
2. The form must be filled out in English.
3. An original complaint form must be filed by each complainant (the person making the complaint against the guardian ad litem or attorney).
4. Please do not attach to your complaint originals or copies of any supporting materials. They will be returned to you. If a Probable Cause Panel made up of Committee members requests any of the materials that you list in item 5 of your complaint, you will be notified as to how to submit them.
5. Each complainant must file an original complaint and 3 copies of each complaint that is filed. Do not submit any supporting materials with your complaint. Anything filed other than the complaint itself will be returned to you.
6. Do not include personal identifying information or hospital, psychiatric or medical records with your complaint. "Personal Identifying Information" is defined in Section 4-7(a) of the Connecticut Practice Book:
Personal identifying information means an individual's date of birth; mother's maiden name; motor vehicle operator's license number; Social Security number; other government issued identification number except for juris, license, permit or other business related identification numbers that are otherwise made available to the public directly by any government agency or entity; health insurance identification number; or any financial account number, security code or personal identification number (PIN).
7. In answering question 2 on the complaint form, give the name of the individual guardian ad litem or attorney, not an office or law firm who you are making the complaint against.
8. In answering question 3 on the complaint form, you can look up the case name, docket number, and location of a family matter at: <http://civilinquiry.jud.ct.gov/>.
9. Please remember to sign your complaint. Unsigned complaints will be returned to you. The complaint must be signed by the Complainant or the Complainant's legal representative (for example: attorneys and those with powers of attorney). If a complaint is signed by a legal representative, please attach proof of that representation to the complaint (for example: a letter of representation or signed power of attorney). If a complaint is filed by a parent or legal guardian on behalf of a minor child, the person named as the Complainant should be the parent or legal guardian and the complaint should be signed by the parent or legal guardian.
10. Complaints that are not filed on the proper form approved by the Committee, or that are not signed under penalty of false statement, will be returned to the Complainant by staff to the Committee. Complaints returned to the Complainant for any other reason will be done at the direction of a Probable Cause Panel. If a revised Complaint, based on the original allegations, is filed within fifteen (15) days after the date of mailing or emailing the original Complaint back to the Complainant, then for purposes of the Period of Limitations it shall relate back to the date of filing of the original Complaint; otherwise it shall be treated as a newly filed Complaint.
11. Copying and filing the complaint. If you printed the complaint form and filled it out by hand, then copy the complaint three times. Mail the original complaint and three copies by certified mail, return receipt requested, to:
GAL Approved List, P.O. Box 273, Glastonbury, CT 06033-0273.
If you completed the complaint form online, please save the completed complaint in .PDF format and e-mail it to GALApprovedList@jud.ct.gov. There is no fee to file a complaint.

ADA NOTICE

The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at www.jud.ct.gov/ADA.