

**Louisiana Board of Examiners of
Certified Shorthand Reporters**

COMPLAINT FORM

Complaint Information:

Name: _____

Address: _____

City, State, Zip: _____

Business Telephone: _____ Personal: _____

Respondent Information:

Certified Shorthand Reporter against whom this complaint is filed:

Address: _____

City, State, Zip: _____

Business Telephones: _____

Please set out on the attached pages a detailed statement of the facts and grounds upon which your complaint is based: Include information which will apprise the Board of the matter complained of; including, where appropriate, such matters as: dates involved, name and location of court and judge, style of case, specific errors in the record alleged, detailed description of action or non-action complained of, etc.

A determination of the validity of the action will be conducted on the basis of the complaint. Therefore it is important that the exact nature of your complaint be fully and accurately stated with all pertinent facts in the complaint.

If this matter should require a hearing, please list the **names** and **addresses** of any witnesses you wish to be subpoenaed by the Board. Briefly state the **nature of the testimony** you would expect each to offer.

Witness 1:

Witness 2:

Witness 3:

Witness 4:

Witness 5:

If additional witnesses are available, please provide that information on a separate sheet.

STATE OF LOUISIANA

PARISH OF _____

I hereby certify the alleged violations contained within this complaint are true and correct and are within my personal knowledge.

Signature of Complainant

Thus done and signed before me, the undersigned Notary Public, on this ____ day
of _____, 20_____.

Notary Public

The Board carefully considers all complaints filed. In appropriate cases, the Board will set a public hearing to hear sworn testimony on such a complaint and you will be notified of the date and time, of such hearing. You should also be aware that this filing is not confidential and will be considered a public record, a copy of which will be furnished to the respondent. The hearing will be conducted under the rules of evidence used in courts of the State of Louisiana. The certified reporter will have the same right as you to be heard at this hearing.