

FILING COMPLAINTS AGAINST MEMBERS

1. All complaints against members of the Kentucky Court Reporters Association shall be in writing, signed by the person making the complaint, and addressed to the Kentucky Court Reporters Association at the address below.
2. All complaints shall contain the name and address of the court reporter against whom the complaint is brought and a description of the conduct giving rise to the complaint, the specific rule violated, date of violation, facts supporting complaint, name and contact information of any witnesses, and any other supporting documentation.
3. Complaints shall be submitted within ninety (90) days of the conduct complained about.
4. If Complaint is deemed by the Board to merit investigation, Complaint and supporting documentation shall be provided to court reporter against whom the complaint is brought and request member to respond.
5. After investigation of the charges and response, the Board may take the following actions: dismiss the complaint; schedule a hearing, or any other action the Board deems appropriate.
6. The Board has developed a standard complaint form to assist complainants in providing the minimum information required before the investigative process can begin. You may print the complaint form, fill it out and submit to the Board at:

RE: CONFIDENTIAL COMPLAINT
Kentucky Court Reporters Association
P.O. Box 11966
Lexington, Kentucky 40579