

Contra Costa County Civil Grand Jury

Guide for Submitting Referrals & Complaints to the Grand Jury

Among the powers and responsibilities of the Grand Jury is the investigation of referrals and complaints submitted to the Jury. This process helps to insure that all branches of county and city government are being administered efficiently, honestly, and in the best interest of its residents and other interested parties. While the Grand Jury does not have enforcement authority, the Grand Jury issues Reports each term regarding the results of its investigations. Final Reports can be found at <https://www.cc-courts.org/civil/grand-jury-reports.aspx>.

What the Civil Grand Jury Can Investigate (List is not all inclusive):

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| ✓ County government | ✓ City government |
| ✓ Special districts | ✓ School districts |
| ✓ Adult jail and juvenile facilities | ✓ Joint Powers agencies |

What the Civil Grand Jury Does Not Investigate:

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| ✓ The Courts | ✓ Other Counties |
| ✓ Private citizens or private entities | ✓ Federal or state government |
| ✓ Issues regarding policy | ✓ Criminal cases |

How to Submit a Referral/Complaint:

1. Referrals and Complaints cannot be accepted over the phone. However, you may call (925) 608-2621 for instructions directing you on how to access the Referral/Complaint Form.
2. Go to www.cc-courts.org/civil/docs/grandjury_complaint.pdf to print the Form. (Note: there is an "underscore" between "jury" and "complaint.")
3. Complete the Form, with additional pages, if necessary, attached.
4. Return the completed Form to the Grand Jury using one of the following methods:
 - Mail the Form to Contra Costa Civil Grand Jury, PO Box 431, Martinez, CA 94553
 - E-mail the Form to gjury@contracosta.courts.ca.gov
 - Fax the Form (with cover page providing your contact information) to (925) 608-2658
 - Hand deliver the Form to Court Administration, 725 Court Street, 4th Floor, Martinez, CA , Mon-Fri, 8 AM-4 PM

NOTES:

- **All referrals and complaints submitted to the Contra Costa Civil Grand Jury are treated in strict confidence.**
- Every referral and complaint is reviewed by the Grand Jury, and may be assigned to one of the Jury's committees for consideration and/or investigation. Though the Jury cannot investigate every issue, every referral or complaint is duly considered.
- The receipt of all referrals and complaints will be acknowledged.