

# Office of the Child's Representative FORMAL COMPLIMENT PROCEDURE AND FORM

## Compliment Procedure

Please review the following OCR formal compliment procedure concerning the performance of a state paid Guardian *Ad Litem* or Child's Legal Representative before submitting a formal compliment. Formal compliments can be submitted on the attached form (signed and mailed to the address below) or can be submitted via an online form at <http://www.coloradochildrep.org/feedback/>.

Office of the Child's Representative  
Ralph L. Carr Judicial Center  
Attention: Executive Director Chris Henderson  
1300 Broadway, Ste. 320  
Denver, CO 80203

All formal compliments must be written and include the following information:

- Name, address and telephone number of person submitting compliment
- Type of case and case number
- The Court, County, Judicial District, and name of the Judge or Magistrate handling the case
- Name of Guardian Ad Litem or Child's Legal Representative who is the subject of the compliment
- Reason for the compliment to the Guardian *Ad Litem* or Child's Legal Representative
- Signature of person submitting compliment

Copies of all compliments will be maintained at the OCR.

Office of the Child’s Representative  
**FORMAL COMPLIMENT FORM**

***Fill out this form and mail it to:***  
Office of the Child’s Representative  
Attn: Chris Henderson  
1300 Broadway, Ste. 320  
Denver, CO 80203

*This form should be used to file a compliment regarding a Guardian Ad Litem or Child’s Representative. Please print, fill out, and sign the form, then send it to the Office of the Child’s Representative (OCR) at the address provided above.*

➔ Begin by filling out the information in the two boxes below, and then proceed to Page 2 to describe the compliment in detail.

**About You:**

FIRST NAME		MIDDLE NAME	LAST NAME	
STREET ADDRESS		CITY	STATE	ZIP CODE
DAYTIME PHONE NUMBER		EMAIL ADDRESS		

**About the case:**

TYPE OF CASE (ex: Dissolution, Dependency and Neglect, Delinquency, Paternity, Probate, Mental Health)	
CASE NUMBER	
COUNTY	<a href="#">JUDICIAL DISTRICT</a>
NAME OF JUDGE OR MAGISTRATE HANDLING THE CASE	
NAME OF GUARDIAN AD LITEM (GAL) OR CHILD’S REPRESENTATIVE ABOUT WHOM YOUR COMPLIMENT IS MADE	

