

**BEAVER COUNTY COURT ADMINISTRATION
BEAVER COUNTY COURTHOUSE
BEAVER, PA 15009**

COMPLAINT PROCESS FOR A CONSTABLE:

Constables are elected officials and perform numerous functions for the courts. Consistent with the Pennsylvania Unified Judicial System's Constable Policies, Procedures and Standards of Conduct, a complaint may be filed by a constable against a Magisterial District Judge or resolve other issues, such as payment disputes.

Any complaint received by a constable involving a Magisterial District Judge will be reviewed by the Court Administrator. After investigation of the complaint, the Court Administrator may bring the parties together and make a recommendation as to how the dispute shall be resolved.

If a matter involves a financial dispute or other matter within the control of the County of Beaver, the Court Administrator may meet with the Controller of Beaver County regarding payment of services.

Regardless of the recommendation, the constable making the complaint shall receive a response in writing within 30 days of receipt of the complaint unless circumstances warrant a longer period of time.

PROCESS:

1. A complaint by a constable shall be submitted to the Court Administrator in writing on a designated form and signed by the constable;
2. Such complaint shall be sent via e-mail, fax or regular 1st class mail to the attention of the Court Administrator on the address provided on the form;
3. The complaint form shall contain a statement of the financial dispute or other matter which is the basis of the complaint;

4. The Court Administrator shall conduct an investigation of the allegation or allegations contained in the complaint and forward those findings to the President Judge. Unless circumstances warrant a longer period of time to investigate and respond, a response shall be sent to the constable who filed the complaint within 30 days of receipt of the complaint.

BEAVER COUNTY COMPLAINT FORM FOR CONSTABLES

Constable filing the Complaint:

Name: _____

Address: _____

Phone Number: _____

Person against whom you are filing this complaint, if applicable:

Name: _____

Contact information:

Statement of Complaint:

Please be specific. Describe conduct or practice about which you are complaining, the date or dates it occurred. Attach copies of any relevant documents. (For example, if you are disputing payment, cite the section of the fee bill and any supporting documentation.)
