



**NEW MEXICO JUDICIAL BRANCH**

**Policy No. 2014.NMJB.120**

**GENERAL PERSONNEL POLICY AND PROCEDURE:  
HARASSMENT, INCLUDING SEXUAL HARASSMENT, DISCRIMINATION, &  
RETALIATION PREVENTION**

**HARASSMENT, INCLUDING SEXUAL HARASSMENT,  
DISCRIMINATION, AND RETALIATION  
COMPLAINT FORM**

Form 2014.NMJB.120-C

Reference: Harassment, Including Sexual Harassment, Discrimination & Retaliation Prevention Policy  
NMJBPR Part 1, Section 1.05 & NMJBPR Part 2, Section 15.05 (Rvd. 09/16/14; 01/01/18, 1/12/2024)

All individuals involved in any capacity shall maintain confidentiality throughout the investigation process to the extent possible; all information is communicated strictly on a need to know basis. Upon receipt of a harassment, discrimination, or retaliation complaint the investigator will provide the accused individual with a copy of the full complaint within ten (10) business days, unless the complainant rescinds their complaint. Please review the above-mentioned policy, and review the definitions in preparation for completing this form.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Judicial Entity: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Please answer the following questions with as much information as possible.**

Name the accused individual

\_\_\_\_\_

State the date, time and location the event(s) occurred:

\_\_\_\_\_

Give the specific details of each event that leads you to believe that you have been harassed, discriminated or retaliated against or that you have observed harassment or discrimination (review definitions of harassment, discrimination and retaliation as outlined in the Harassment, Including Sexual Harassment, Discrimination and Retaliation policy.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the act(s), gesture(s) and dialogue that occurred:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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Were there any witnesses to the event? If so, name them:

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What is the nature and past history of your relationship to the accused individual (employee/supervisor)?

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Why do you think the harassment, discrimination, or retaliation is occurring?

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Do you have documents to support your allegations? If so, please attach copies.

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Describe any statements, act(s), or gesture(s) you made to let the accused individual know the behavior is unwelcome:

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Have there been any economic and/or psychological consequences to you? If so, state what they are:

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Do you know of others who may have suffered harassment, discrimination, or retaliation by the accused? If so, name the individuals and describe the alleged conduct:

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management be aware of the event about which you are complaining? If so, how?

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Have you complained previously of the alleged behavior? If so, to whom and when?

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Provide any other details or information that you feel might be pertinent:

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**I attest that the information provided above is true and accurate to the best of my knowledge.**

Signature of complainant \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

*Any employee knowingly making false statements in a complaint or during an investigation of harassment, discrimination, or retaliation shall be subject to discipline, pursuant to NMJBPR.*