



## HOW DO YOU COMPLAIN ABOUT YOUR PUBLIC DEFENDER?

*If you have a complaint or concern about any employee of the Louisiana Center for Children's Rights, you have the right to be heard. Every employee is obligated to help you make a complaint. If you have any questions about how to complain, you may ask any LCCR employee.*

1. You always have the right to talk with any LCCR employee's supervisor. Every LCCR employee must tell you his or her supervisor's name and contact information, on request.
2. Please write down your complaint. You may use one of our "Complaint Forms." But you do not have to use a form.
3. However you write your complaint, please make sure to tell us:
  - a. Who you are
  - b. How we can find you to talk with you about your complaint
  - c. The name of the client whose case you are concerned about
  - d. The name of the LCCR employee or employees involved
  - e. A description of your complaint
  - f. What you want us to do about your complaint

4. You can give your written complaint to any LCCR employee. Any LCCR employee who is given a complaint form must bring that form to their supervisor. If you prefer, you can also send the form directly to:

Ariel Test  
Supervising Attorney, Louisiana Center for Children's Rights  
1100-B Milton Street  
New Orleans, LA 70122  
atest@laccr.org / 504-658-6869 (fax)

If your complaint is about Ariel Test, please send the complaint to:

Aaron Clark-Rizzio  
Executive Director, Louisiana Center for Children's Rights  
1100-B Milton Street  
New Orleans, LA 70122  
aclarkrizzio@laccr.org / 504-658-6869 (fax)

If your complaint is about Aaron Clark-Rizzio, please send the complaint to:

Richard Pittman  
Deputy Public Defender, Louisiana Public Defender Board  
500 Laurel Street, Suite 300  
Baton Rouge, LA 70801

5. Your complaint will be investigated quickly. If you are a client, we will write to you and tell you about our investigation. If you are a friend or family member of a client, and you are complaining on behalf of the client, we will write directly to the client with information about the investigation.