

## **REQUEST FOR REVIEW OF DECISION**

### **APPENDIX 4**

Procedures of the First Circuit Judicial Council,  
adopted May 4, 2021

1. A Complainant and/or Respondent may file a written Request for Review of Decision (“Request for Review”) of a final decision issued by a Presiding Judicial Officer. The Request for Review must be transmitted to the Circuit Executive, as Secretary to the Judicial Council, within 30 days of the date of the Presiding Judicial Officer’s decision.
2. The Request for Review should, but is not required to, use the Appendix 4 Form. In any event, the Request for Review should include the information requested by the Appendix 4 Form. If a document is ambiguous about whether review is being requested, the Circuit Executive (or his or her designee) will so notify the party and give the party ten days to correct any deficiencies. Claims that were not presented in the EDR Complaint will not be considered in the Request for Review.
3. Upon receipt of a timely Request for Review submitted in proper form, the Circuit Executive will acknowledge receipt and forward a copy to the other party, to the Presiding Judicial Officer, and to the EDR Coordinator of the relevant court. The other party will have 21 days to submit a written response to the Circuit Executive.
4. The EDR Coordinator will submit the complete record of the EDR proceeding to the Circuit Executive, who will forward it, along with the Request for Review and any response, to the Chief Circuit Judge as Chair of the Judicial Council.
5. The First Circuit Judicial Council or a committee thereof, as appointed by the Chief Circuit Judge, will review final decisions of the Presiding Judicial Officer. The decision will be reviewed based on the record, and will be affirmed if supported by substantial evidence and the proper application of legal principles
6. Within 45 days of receiving the Request for Review and record materials from the Circuit Executive, the First Circuit Judicial Council or committee thereof will issue a written decision. The chair of the First Circuit Judicial or reviewing committee may extend the period of review for an additional 30 days for cause. Decisions of the First Circuit Judicial Council or reviewing committee are final and conclusive and shall not be judicially reviewable on appeal or otherwise.

**APPENDIX 4**  
**FIRST CIRCUIT REQUEST FOR REVIEW FORM**

Name of Requesting Party \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number(s) \_\_\_\_\_  
Email Address \_\_\_\_\_

Name of Court in Which Presiding Judicial Officer's Decision Was Issued

\_\_\_\_\_

\_\_\_\_\_, Requesting Party v.  
\_\_\_\_\_, Responding Party

**Request for Review of Decision on Formal Complaint**

Notice is hereby given that \_\_\_\_\_, (Requesting Party) in the above named matter, hereby requests review by the Judicial Council for the First Circuit from the decision by Judge \_\_\_\_\_ entered in this matter on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Attached to this request is a copy of the Presiding Judicial Officer's decision.

State the reason(s) you contend that the Presiding Judicial Officer's decision was in error **(attach additional pages if necessary)**:

Submitted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature of Requesting Party \_\_\_\_\_

Signature of Counsel, if any \_\_\_\_\_