



**CITY OF HOUSTON
MUNICIPAL COURTS DEPARTMENT
CUSTOMER COMMENT FORM**



Dear Customer: *The Municipal Courts Department appreciates receiving comments regarding our services. This form is for your convenience to inform us of any compliments or complaints involving court services, staff or facilities. It can be submitted to any staff member or mailed to:*

City of Houston Municipal Courts Department
Office of the Director & Presiding Judge
1400 Lubbock Street, Room 214
Houston, TX 77002

Email: presidingjudge@houstontx.gov
Website: <http://www.houstontx.gov/courts/>

Date _____

Related to: Compliment Complaint Suggestion Other _____

Court Date _____ Court No. _____ Time of Incident _____

Case No(s) _____

Team Member Name _____

Please check:

Bailiff Cashier Court Clerk Facility Judge Other _____

Customer Comment

(Use back of page for additional comments)

Customer Information (Optional)

Name _____

Address _____

City/Zip _____

Telephone _____

Received In Person
By Phone
By Email
By US Mail

Received By (Staff Member Name) _____

Staff Response

Administration Use Only:

Follow-up Yes No

Notes: _____

Director _____

Deputy Director _____

PIO _____