



*Supreme Court of Pennsylvania*  
*Unified Judicial System of Pennsylvania*

**Policy on Non-Discrimination & Equal Employment Opportunity**

**Complaint Procedures**

**For Common Pleas Court Judges, Magisterial District Judges, Personnel of the System,  
and Related Staff in a Court Facility in a Judicial District of Pennsylvania**

The Unified Judicial System of Pennsylvania (UJS) Policy on Non-Discrimination and Equal Employment Opportunity prohibits discrimination or harassment on the basis of race, color, sex, sexual orientation, gender identity or expression, national origin, age, disability, or religion. Any such discrimination or harassment by any Personnel of the System or Related Staff (as defined in the UJS Policy on Non-Discrimination and Equal Employment Opportunity) will not be tolerated.

**How to File a Complaint**

***If you believe you have been harassed or discriminated against in a Court Facility***, you should take the actions outlined below.

***Harassment:*** If you feel you are being harassed, you should tell the harasser politely but firmly that his/her conduct is not welcome and must stop. If the conduct persists, or if you are not comfortable confronting the harasser, you should report this harassment to your immediate supervisor. If he/she is involved, is not available, or fails to take action, you should report this harassing behavior to your District Court Administrator by telephone or via e-mail.

***Discrimination:*** If you feel you have been discriminated against, you should report this discrimination to your District Court Administrator by telephone or via email.

***If you observe behavior that you believe is harassment or discrimination***, you should notify your immediate supervisor. If he/she is involved, is not available, or fails to take action, you should report your observations to your District Court Administrator by telephone or via email.

***If you feel you have been retaliated against because you asked a harasser to stop their offending behavior, or because you filed a complaint alleging harassment or discrimination***, you should report this retaliation to your immediate supervisor. If he/she is involved, is not available, or fails to take action, you should report this retaliation to your District Court Administrator, by telephone or via email.

***If you are a judge or a supervisor who has observed, or has been made aware of, harassment or discrimination in a Court Facility***, you must (1) take immediate action to terminate any ongoing harassment/discrimination if you are reasonably able to do so; and (2) immediately inform your District Court Administrator. Please note that all allegations should be treated as confidential personnel matters and you should never undertake independent action to investigate allegations of harassment or discrimination without first coordinating such actions with your District Court Administrator.

***If your District Court Administrator is not available, fails to take action, or is involved in the discrimination, harassment, or retaliation***, you should report your concerns to your President Judge.

***If your President Judge is not available, fails to take action, or is involved in the discrimination, harassment, or retaliation, you should contact AOPC Human Resources by calling 717-231-3309 or via e-mail at [Human.Resources@pacourts.us](mailto:Human.Resources@pacourts.us).***

As an alternative to reporting alleged discrimination via telephone or email in any of the situations described above, you may download a Non-Discrimination Policy Complaint Form from the UJS website at [www.pacourts.us](http://www.pacourts.us). The completed Complaint Form should then be submitted to your District Court Administrator for review.

### **Investigation and Adjudication of Complaints Against Judges and Personnel of the System**

**Individuals filing complaints alleging harassment or discrimination are advised that UJS authorities will take action to end any ongoing harassment/discrimination, will investigate all such complaints promptly, and will undertake remedial and/or disciplinary action as required. *Complaints of harassment/discrimination involving Related Staff will be referred to the respective Related Staff office for investigation and appropriate action.***

**All individuals filing complaints are advised that legal considerations do not allow the UJS the discretion to delay, defer, or decline action on such complaints even if the complainant requests that no investigative or disciplinary action be taken.**

Allegations of sexual harassment, other harassment, or any other type of discrimination involving a Common Pleas Court Judge, Magisterial District Judge, or Personnel of the System (as defined in the UJS Policy on Non-Discrimination and Equal Employment Opportunity) in a Court Facility in a Judicial District of Pennsylvania will be investigated promptly by your District Court Administrator; or, if appropriate, by an alternate authority appointed by the President Judge. Allegations involving the President Judge will be investigated by an authority to be appointed by the Court Administrator of Pennsylvania.

Interviews will be conducted with the complainant and any witnesses identified. The individual accused of harassment or discrimination will be given an opportunity to respond to the allegations, but ordered not to retaliate against or confront the complainant.

Following the investigation, the District Court Administrator (or other designated authority) will prepare a report summarizing his/her findings, and will forward the report to the President Judge for review. The President Judge will make the final determination as to whether a violation of the UJS Non-Discrimination Policy occurred or did not occur, or if there is inconclusive evidence to make a determination. The complainant and the accused will both be informed in writing as to the results of the investigation and as to any appropriate disciplinary and/or remedial action that may be taken as the result of the investigation. Matters involving complaints against attorneys or judicial officers may be referred to the Disciplinary Board of the Supreme Court of Pennsylvania or to the Judicial Conduct Board, respectively, for further investigation.

In cases involving the President Judge or an administrative judge appointed by the Supreme Court of Pennsylvania, the findings of the investigation will be submitted to the Supreme Court, which will make the final determination as to whether a violation of the UJS Non-Discrimination Policy occurred or did not occur, or if there is inconclusive evidence to make a determination. The complainant and the accused will both be informed in writing as to the results of the investigation and as to any appropriate disciplinary and/or remedial action that may be taken as the result of the investigation. The matter may also be referred to the Judicial Conduct Board for further investigation.

The timeframe for completing the investigation and final adjudication will vary based on the circumstances and complexity of the case. However, complainants may be assured that every effort will be made to resolve allegations of harassment or discrimination as expeditiously as possible.

### **Investigation and Adjudication of Complaints Against Related Staff**

Allegations of sexual harassment, other harassment, or any other type of discrimination involving Related Staff (as defined in the UJS Policy on Non-Discrimination and Equal Employment Opportunity) in a Court Facility in a Judicial District of Pennsylvania will be reported to the appropriate officials in the Related Staff office for investigation and appropriate action. The Supreme Court expects each Related Staff office serving the UJS to take discrimination and harassment allegations very seriously and to properly investigate and adjudicate such complaints.

### **Exclusion of Judicial Proceedings and the Judicial Decision-Making Process**

This Policy does not apply to a judicial officer's or attorney's consideration of, or reference to, a protected class as referenced above, when such consideration or reference is appropriate under the law and is relevant to an issue in a judicial proceeding, to the judicial decision-making process or to the proper administration of justice.

### **Confidentiality**

All complaints will be investigated in as confidential a manner as possible, and all related files will be kept confidential to the extent possible. Individuals involved in the investigative process, including but not limited to, the complainant, the accused, and witnesses or other persons interviewed during the process will be directed to refrain from sharing information, including the identity of the complainant, with anyone other than the investigators. Anyone contacted or interviewed during the course of an investigation will be advised that all parties involved are entitled to respect and confidentiality and that they may not share information related to the case.

### **Prohibition Against Retaliation**

Retaliation in any form by a Common Pleas Court Judge, Magisterial District Judge, Personnel of the System, or Related Staff against any person who files a complaint about harassment or discrimination, or who assists in the investigation of such complaints is prohibited. Individuals filing complaints of sexual/other harassment or any other form of discrimination will be protected from retribution or retaliation - *even if the investigation results in a finding that no discrimination has occurred.*

Personnel of the System who are found to have retaliated against a complainant or any individual who assists in the investigation of a complaint may be subject to appropriate disciplinary action. If there is clear and compelling evidence that a claim of harassment or discrimination had no basis in fact, was purely malicious in nature, and was filed with the sole intent to harm the accused party, appropriate disciplinary action may be taken against the individual making the false allegation.

Related Staff who are reported to the appropriate officials in their Related Staff office and who are found to have retaliated against a complainant or any individual who assists in the investigation of a complaint may be subject to disciplinary action in accordance with the policies of that office.



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