

## NOTICE TO THE BAR

### Directive #5-04 - Judiciary EEO Complaint Procedures Manual

Questions or comments may be directed to (609) 292-3586

Directive #5-04

To: Assignment Judges  
AOC Directors and Assistant Directors  
Trial Court Administrators  
Clerks of Court  
Directors of Dedicated Funds

From: Richard J. Williams

Subject: EEO Complaint Procedures Manual

Date: May 5, 2004

On April 27, 2004 the Supreme Court approved [the attached EEO Complaint Procedures Manual: Reporting and Handling Complaints of Discrimination or Harassment in the Judiciary](#). The procedures outlined in the Manual are effective immediately. Please ensure that all Court Executives and supervisory staff in your area of responsibility, including both professional and support staff supervisors, receive a copy of this directive. Vicinage Human Resources Division Managers should also ensure that a copy is provided in the future to each newly appointed Court Executive and supervisor.

In the near future, training programs on this Directive will be conducted for EEO Officers, EEO Regional Investigators, managers and supervisors. In the meantime, questions concerning the Manual or the procedures set forth therein may be directed to Judiciary EEO/AA Chief Bobby Battle at (609) 292-3586.

R.J.W.  
attachment