

**APOC Complaint Form
Instruction Sheet**

FILING A COMPLAINT: **What is required for the Alaska Public Offices Commission (APOC) to accept a complaint for investigation?** All of the items, 1-8, on this list must be completed. If the complaint contains all the required information, APOC will investigate the allegations and notify the respondent of the right to respond. APOC will notify the Complainant and the Respondent of APOC's decision to either accept or reject a complaint.

APOC LAWS ALLEGEDLY VIOLATED: **In order to file the complaint,** you need only check the box for the type of law for which you believe there is a violation. For instance, for alleged campaign disclosure law violations check the box that is beside "AS 15.13."

COMPLAINANT: Check the box that indicates who the complainant is; APOC, Person, Party, Group. The complainant must enter the name, address, phone/fax numbers, and e-mail address in the spaces provided.

RESPONDENT: The complainant should check the box that indicates if the respondent is a Person, Party, or Group and then enter the respondent's name, address, phone/fax, and e-mail.

COMPLAINANT'S REPRESENTATIVE and/or RESPONDENT'S REPRESENTATIVE: If the complainant or respondent is a political party or a group, list the contact person for the party or group and the contact information. If the complainant or respondent is represented by an attorney, list the attorney's name and contact information.

DESCRIPTION OR SUMMARY OF ALLEGED VIOLATION: **Describe the allegations.** Be as specific as possible. In the summary of the violation, state the specific facts. APOC does not reject a complaint for failure to list a *specific* statutory violation. A complainant must provide a set of facts, which, if true, violate a provision of the APOC laws and must include all information required in the complaint form. See 2 AAC 50.870 for the required elements of a complaint.

SUPPORTING DOCUMENTS – DESCRIBE: **Attach any supporting documents** to prove the allegation (APOC filings, emails, other correspondence or any other materials that support your claim).

PROOF OF SERVICE ATTACHED: **Your complaint must contain evidence** that the complaint and any supporting documentation was served on the respondent. Acceptable forms of proof of service are fax confirmation, signed certified mail receipt, email delivery/read receipt, return of service by a process server.

COMPLAINANT'S SWORN STATEMENT: **The complainant's signature** on the Complaint Form must be **notarized**. The complaint must be signed and sworn under oath before a notary public, municipal clerk, court clerk, postmaster, or a person authorized to administer oaths. The Commission will provide notary service without charge.