APOC Complaint Form
Instruction Sheet

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

APOC LAWS ALLEGEDLY VIOLATED: **To file the complaint**, check the box for the type of law for which you believe there is a violation. For example, check the box beside "AS 15.13" if the complaint alleges violations of campaign disclosure law.

COMPLAINANT: Check the box that indicates whether Complainant is: APOC; a Person; a Political Party; or a Group. The Complainant must provide name, address, phone/fax, and e-mail address information.

RESPONDENT: Check the box that indicates whether the Respondent is: a Person; a Political Party; or a Group. The Complainant must provide Respondent's name, address, phone/fax, and e-mail address information.

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 their 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. A complaint must provide a set of facts, which, if true, violate a provision of APOC law 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 documents** that support the allegation (APOC filings, emails, other correspondence, or any other materials or evidence that support the claim).

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. APOC staff can provide notary service upon request.

PROOF OF SERVICE ATTACHED: A complaint must contain evidence that the notarized complaint and 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.