APOC Expedited Complaint Form
Instruction Sheet

REQUEST EXPEDITED REVIEW: PRIOR to requesting expedited review, ensure your filing meets the factors the Commission considers for expedited consideration under AS 15.13.380(c). Specifically, whether the alleged violation, if not immediately restrained (stopped), could materially affect the outcome of an election or other impending event; whether the alleged violation could cause irreparable harm that penalties could not adequately remedy; and whether there is reasonable cause to believe that a violation has occurred or will occur. **If the alleged violation has stopped or there are provisions in law for assessing civil penalties for the violation, the complainant should not request expedited review.**

FILING AN EXPEDITED COMPLAINT: At least one of the three factors must be checked and the **complainant** must prove the violation by a preponderance of the evidence. All of the items, 1-8, on the list must be completed. If the complaint contains all the required information, APOC will hold a hearing to consider whether or not to grant expedited consideration within two days. If the complaint is accepted for expedited review, the Commission will hold a hearing within two days after granting expedited consideration.

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).

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.

PROOF OF SERVICE ATTACHED: An expedited complaint must contain evidence that the notarized complaint and any supporting documentation was **actually received by the respondent**. Acceptable forms of proof of service are fax confirmation, signed certified mail receipt, email read receipt, return of service by a process server.