

# Independent Ethics Commission

## Complaint Form Instructions

### Notice about complaints:

The Independent Ethics Commission (IEC) cannot assess criminal penalties, award injunctive relief, or award damages to complainants. Rather, a covered individual found to have breached the public trust for private gain is liable for double the amount of the financial equivalent of any benefits obtained by such actions. The manner of recovery and additional penalties may be provided by law.

The IEC's personal and subject matter jurisdiction is limited and is generally described in the IEC's Handbook, which is available on the [IEC website \(iec.colorado.gov\)](http://iec.colorado.gov).

### How do I file a complaint?

- The IEC complaint form is attached below.
- The complaint form should be downloaded and completed electronically or by hand (electronic completion and filing is preferred).
- All complaint form fields are required. Provide as much relevant information and answer all questions as completely as you can.
- Additional information about filing complaints may be found in Rule 5 of the IEC's Rules of Procedure, and in the IEC's FAQ re: Filing a Complaint, both of which may be found on the [IEC website \(iec.colorado.gov\)](http://iec.colorado.gov).
- The complainant's signature is required. As such, anonymously submitted complaints are discouraged and, in the IEC's discretion, may not be accepted.
- Completed complaint forms may be printed or scanned and may be hand-delivered, mailed, faxed, or e-mailed. The use of e-mail is encouraged. All relevant attachments must be included.
- If assistance is needed in completing the complaint form, please contact the IEC.
- The IEC's contact information is:
  - Phone: [303.223.0110](tel:303.223.0110)
  - E-mail: [iecinfo@state.co.us](mailto:iecinfo@state.co.us)
  - Mail: 1300 Broadway, Suite 240, Denver, CO 80203

### What happens when I file a complaint?

- The IEC will determine if the complaint is timely, whether it has jurisdiction over the complaint, and whether the complaint is frivolous or non-frivolous. The IEC must treat the complaint as confidential unless it rules the complaint is non-frivolous.
- The IEC may conduct a preliminary investigation prior to making the determinations above.
- If the IEC determines that a complaint is timely, jurisdictional, and non-frivolous, the IEC will notify the respondent and provide a copy of the complaint. The respondent has a right to file a response within 30 days. The IEC's staff will also conduct an investigation.
- The IEC will hold a hearing, during which the complainant and respondent may present evidence, examine and cross-examine witnesses, and make legal arguments.
- The IEC will issue a written decision.

### Am I entitled to be represented by counsel?

- Yes. Both parties have the right to be represented by legal counsel of their choosing. Parties must obtain legal counsel at their own expense.

Independent Ethics Commission – Formal Complaint Form

Before the Independent Ethics Commission  
of the State of Colorado

*For Commission Use Only*

Received date: \_\_\_\_\_

Case. No.: \_\_\_\_\_

The Complainant is: \_\_\_\_\_  
(name)

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Daytime telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

The Respondent is: \_\_\_\_\_  
(name)

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Daytime telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

When did the alleged violation occur: \_\_\_\_\_

Describe the specific acts or things complained of, with facts that provide a full understanding of the alleged violation(s). If possible, cite the specific ethical standards alleged to have been violated and describe how the violation(s) occurred. Use additional pages if necessary. Attach any documentary evidence you wish to submit.

Description of acts or things complained of (continued):

Advisement regarding remedies and penalties: Pursuant to Colo. Const. art. XXIX, § 6, a covered individual found to have breached the public trust for private gain is liable for double the amount of the financial equivalent of any benefits obtained by such actions. The manner of recovery and additional penalties may be provided by law. The Commission does not assess criminal penalties, award injunctive relief, or award damages to complainants.

I hereby acknowledge that the facts presented herein are true to the best of my knowledge, and I will cooperate in the process regarding this complaint and will appear at any proceeding of the Independent Ethics Commission if the complaint is scheduled for a hearing.

Signature: \_\_\_\_\_

Attorney (if applicable): \_\_\_\_\_

Dated at \_\_\_\_\_ (City), Colorado, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Created by Article XXIX of the Colorado Constitution, the Independent Ethics Commission may review and hold hearings on matters falling within its jurisdiction as outlined in Article XXIX.