

**BEFORE THE ETHICS COMMISSION**

In the matter of the complaint of \_\_\_\_\_ )  
\_\_\_\_\_ )  
\_\_\_\_\_, Complainant )  
\_\_\_\_\_ )  
or Informant )  
against \_\_\_\_\_ ) No. \_\_\_\_\_ )  
\_\_\_\_\_ ) (to be assigned by staff)  
\_\_\_\_\_, Respondent )

**COMPLAINT [Statutory] OR INFORMATION [Rules]**

\_\_\_\_\_, hereby alleges a violation of the Political Subdivisions  
(Name of Complainant or Informant)  
Ethics Act or Constitutional Ethics Rules, Section(s) \_\_\_\_\_  
(Set out section(s) of Act or Rules  
about which violation is asserted.)

by \_\_\_\_\_ whose mailing address is \_\_\_\_\_  
(Name of Respondent) (Address of Respondent)  
\_\_\_\_\_ on \_\_\_\_\_  
(Date of alleged violation)

The facts upon which this complaint or information is based are as follows: \_\_\_\_\_  
(State specific facts  
and explain why a violation has occurred. Attach additional sheets if necessary. Also attach any written evidence you have  
of the alleged violation. Violations of the Act alleged to have occurred more than two years before the date a complaint is  
filed will not be accepted; violations of Rules alleged to have occurred more than three years before the date the information  
is filed will not be accepted.)

WHEREFORE, complainant or informant requests that the Commission review this complaint or  
information and investigate the matter within a reasonable time.

\_\_\_\_\_ Date \_\_\_\_\_ Complainant's or Informant's Signature

**VERIFICATION**

State of Oklahoma \_\_\_\_\_ )  
\_\_\_\_\_ County ) ss.

\_\_\_\_\_, of lawful age, being first duly sworn, states that  
he or she is the complainant or informant above named, that he or she has read the foregoing complaint  
or information and knows the contents thereof, and that the facts therein set forth are true.

Complainant's or Informant's Name \_\_\_\_\_ Complainant's or Informant's Signature \_\_\_\_\_  
Mailing Address (P.O. Box # or Street) \_\_\_\_\_ Subscribed and sworn to before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20 \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Daytime Phone Number \_\_\_\_\_ Notary Public \_\_\_\_\_ (Seal)

DELIVER OR MAIL TO: Ethics Commission  
B-5 State Capitol Oklahoma City, OK 73105  
(405) 521-3451 My commission expires \_\_\_\_\_

# NOTICE TO COMPLAINANTS OR INFORMANTS

## ALLEGED VIOLATIONS OF THE ACT [Complaints]:

If you are considering filing a complaint with the Ethics Commission alleging violations of the Political Subdivisions Ethics Act, Section 301-325 of Title 51 of the Oklahoma Statutes ["Act"], you should be aware of the following legal requirements and liabilities:

**A complaint alleging a violation of the Act will not be accepted unless it:**

- is in writing signed by the person making the complaint;
- is verified and notarized;
- states the specific section(s) of the Act that the respondent (the person against whom the complaint is lodged) is alleged to have violated; and
- states the date of the alleged violation (which shall not be more than two years before the complaint is filed);

**A complaint alleging a violation of the Act must remain confidential; it is unlawful to disclose:**

- the contents of a complaint;
- a person's intention to file a complaint;
- the fact that a complaint has been filed; or
- a person's knowledge of another person's intention to file a complaint.

**A person convicted of disclosing material made confidential under the law shall be guilty of a misdemeanor and shall be punished by a fine not exceeding \$10,000.**

A respondent may disclose any part of a complaint at any time; however, disclosure by the respondent of any part of the complaint makes all pertinent records open for public inspection.

**A person alleging a violation of the Act may be liable for filing a frivolous complaint if:**

- he or she has submitted or has caused or conspired with the complainant to submit substantially the same complaint to the Commission within the preceding six months;
- to the best of his or her knowledge, the complaint is not accurate or is not well grounded in fact; or
- the complaint is made for an improper purpose, including harassment of any person named in the complaint.

**A person alleging a violation of the Act convicted for filing a frivolous complaint shall be guilty of a misdemeanor and shall be punished by a fine not exceeding \$10,000.**

Mere receipt of a complaint by the Executive Director or a staff member of the Commission is evidence only of the fact that the technical requirements of the Act have been met. Acceptance of a complaint will not protect a complainant from a frivolous complaint charge. The intent of the complainant may only be determined in an investigation of the facts surrounding the complaint.

## ALLEGED VIOLATIONS OF THE RULES [Informations]:

Prior to the Commission's determination to litigate a complaint under [the Constitutional Ethics Rules, 257:30-1-4], no person who has provided information to the Commission or has knowledge that the Commission is undertaking an investigation shall disclose:

- his knowledge that an investigation has been undertaken;
- any information he obtains as a result of having submitted information or interacted with the Commission in connection with a particular investigation; or
- the fact that he testified to or filed information with the Commission, or otherwise participated in the Commission investigation. [257:30-1-3(f)]