

Independent Ethics Commission

Complaint Form Instructions

Notice about complaints:

The Independent Ethics Commission (IEC) cannot award damages to a complainant. Remedies available through the IEC include only public admonishment and fines.

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.

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 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 [IEC Rule 7](#), [FAQ 4](#), and the [IEC's Handbook](#).
- 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. All relevant attachments must be included.
- The IEC's contact information is:
 - E-mail: iecinfo@state.co.us
 - Mail: 1300 Broadway, Suite 240, Denver, CO 80203
 - Fax: (303) 501-1143

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:

Mailing Address (including city and zip code):

Daytime telephone number:

Email address:

The Respondent is:

Mailing Address (including city and zip code):

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.

Additional Space on Next Page

Description of acts or things complained of (continued):

Check the box or boxes indicating the remedy sought:

Public Admonishment

Fines

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.