

SWORN COMPLAINT FORM INSTRUCTIONS

Purpose of Form: The Sworn Complaint form is used to report a violation of **Article XII. Code of Ethics** that are within the jurisdiction of the **Mt. Juliet Ethics Commission**.

Who May File a Complaint: Any citizen **of the City of Mt. Juliet** may file a complaint with the Ethics Commission. However, note that complaints cannot be accepted from any individual acting in their *official* capacity as a political party chairman, a state or county executive director of a political party, or as an employee or agent of a political party.

General Requirements for Complaints: Complaints from private citizens cannot be accepted unless they comply with all of the following requirements:

- The complaint must be submitted on the Ethics Commission's official Sworn Complaint form.
- The allegations must present potential violations of one (1) or more of the laws that are within the Ethics Commission's jurisdiction.
- **Complainant must have firsthand knowledge of the alleged violation.**
- The allegations may be sworn to before a notary.

Identifying Information:

- The person making the complaint (the "complainant") must provide their complete name and address. Anonymous complaints will not be accepted.
- The complainant must provide identifying information about each alleged violator. The Ethics Commission is required by T.C.A. §3-6-201(f) to notify accused individuals that a complaint has been filed against them.

Statement of Jurisdiction: Summarize the nature of the alleged violations and include any legal citations that give the Ethics Commission jurisdiction to receive the complaint (see ***Purpose of Form***).

Statement of Facts: Explain all circumstances which constitute an alleged violation, which may include, but is not limited to the following:

- Name(s) and contact information of any known or potential witnesses;
- Name(s) and contact information of any individual who may be able to provide additional information regarding the violation(s);
- Date(s) the alleged violation(s) occurred;
- Explanation of any documents listed in ***Supporting Documentation*** section.

You may attach additional sheets as needed. Initial and number each additional sheet provided.

Supporting Documentation:

- List all documents and other materials that are potentially relevant to the alleged violations.

Affidavit:

The facts and allegations contained in the complaint may be sworn to and signed before a notary public.

Sworn Complaint Mt. Juliet Ethics Commission

This form must be used to report alleged violations of any law within the jurisdiction of the **Mt. Juliet Ethics Commission**. Please read the instructions before completing this form (failure to complete the form properly may result in dismissal of the complaint pursuant to **Article XII, Sec. 2-354**).

IDENTIFYING INFORMATION	
1. Complainant (First and Last Name):	
Mailing Address:	
Telephone:	E-mail (if available):
2. Alleged Violators (First and Last Name of each alleged violator)	List the position or title of each alleged violator
Mailing address of each alleged violator:	

STATEMENT OF JURISDICTION
1. Provide a short and plain statement of the nature of the violation(s).
2. List each law or rule (providing the specific citation) allegedly violated.

STATEMENT OF FACTS

State all facts that constitute each alleged violation. State the dates upon which (or the time period within which) each violation allegedly occurred. Attach additional sheets as needed, signing and numbering each page.

SUPPORTING DOCUMENTATION

1. List all documents and other materials in your possession that are relevant to this complaint. These documents should be attached to this complaint.

2. List all documents and other materials relevant to this complaint that are available to you, but are not currently in your possession. State the last known location of the document or material.

3. List all documents and other materials that are relevant to this complaint but are not available to you. State the last known location of the document or material.

AFFIDAVIT

By my signature below, I attest to the following:

- I swear and affirm that I have personal firsthand knowledge of the facts presented in this complaint.
- I understand that any person who files a false complaint shall be subject to the penalties of perjury in accordance with T.C.A. §39-16-702 et seq.
- The information contained in this complaint, and any supporting documentation or materials referenced herein or submitted herewith, is true and correct to the best of my knowledge, information and belief.

Printed Name of Complainant

Signature of Complainant

Date

Time

Sworn to and subscribed before me this _____ day of _____ in _____ County, Tennessee:

Affix Notary Seal here

Signature of Notary