**Section 1520.20 Complaints and Initial Notice**

a) To be considered by the Commission, a complaint must be in writing, signed and notarized, and allege a violation of the Act committed by a named employee of the Attorney General no more than one year before the complaint is filed.

1) Complaints should fully describe the incident and surrounding circumstances, including identification of others involved in the violation and their employers and other relevant contractual relationships, dates and places, etc.

2) If the complaint is in any way defective (e.g., no time frame given, not notarized, no allegation of any violation of the Act or of any facts that could possibly constitute a violation of the Act), the Chair shall, by certified mail, return receipt requested, notify the complainant that the complaint was not properly filed and identify each and every defect. The notice shall include a statement advising the complainant that the complaint may be resubmitted if the defects are cured.

3) A complaint or other report of an incident of a violation of the Act that is not made against an employee of the Attorney General will be forwarded immediately to the appropriate ethics commission.

4) The Chair shall provide assistance in preparing the complaint upon complainant's request.

b) Upon receipt of a valid complaint, the Commission shall provide the notifications required by Section 60(b) of the Act to the respondent and the complainant. In addition to a statement of the time, place and nature of the meeting on the sufficiency of the complaint and probable cause, the notice to the respondent shall include:

1) a statement of the legal authority and jurisdiction under which the meeting is to be held with a citation to the particular Sections of the statutes and rules involved,

2) a short and plain statement of the matters asserted and the possible outcome of the meeting,

3) the official tracking number assigned to the matter, and

4) the names and mailing addresses of the administrative law judge, if any, all parties and all other persons to whom the Commission gives notice of the meeting.