**Section 150.20 Form of Complaint**

a) All complaints filed under this Part shall be in writing and signed and sworn to (or affirmed) by the person filing the complaint and shall be notarized. In addition, the complaint shall:

1) be directed to and state the name of the respondent against whom the complaint is directed;

2) state the specific provisions of Title III of the Act alleged to have been violated;

3) state the time, place and nature of the alleged offense; and

4) be verified, dated and signed by the complainant in substantially the following manner:

|  |
| --- |
| Verification |
| "I declare that this complaint (including any accompanying exhibits and statements) has been examined by me and to the best of my knowledge and belief is a true and correct complaint as required by section 402 of the Help America Vote Act."  |
| Signed and sworn to (or affirmed) by |  |
|  | Name of Complainant |
| before me on this |  | day of  |  | , 20 |  | . |
|  |  |
|  | Signature of Notary Public |
| (SEAL OF NOTARY) |  |  |  |

b) Upon filing of a complaint, the office of the Board's General Counsel shall assign a docket number to the complaint and proceeding, and all documents thereafter filed pertaining to that particular complaint or proceeding shall include the docket number first assigned.

c) The complaint shall bear the address, telephone number and fax number of the complainant or of his or her attorney. The address and fax number provided by the complainant may be relied upon by all other parties for the transmission of all documents pursuant to Section 150.35.

(Source: Amended at 40 Ill. Reg. 1953, effective January 5, 2016)