

**Affidavit of Complaint**

I, \_\_\_\_\_, am a resident of \_\_\_\_\_,  
Legal Name of Complainant or Officer of Complainant Complainant's Home Address

Town/City of \_\_\_\_\_, State of Connecticut; my Telephone Number is \_\_\_\_\_, and I hereby allege and assert that the New Haven Democracy Fund Ordinance has been violated in the following manner, place, and time, by the following people or entities, in accordance with the directions on the back of this form (use attached page(s) if necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I solemnly swear (or affirm) that the above statement is true and complete to the best of my knowledge and belief.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015 at \_\_\_\_\_.  
Town or City Name

Signed: \_\_\_\_\_

Oath Administered By: \_\_\_\_\_

Title: \_\_\_\_\_

Note: This oath may be administered by anyone authorized by Section 1-24 of the Connecticut General Statutes, which includes notaries public, justices of the peace, town clerks and assistant town clerks, judges and clerks of any court, and attorneys who are Commissioners of the Superior Court of Connecticut.

## **Filing a Complaint**

### ***Who May Bring a Complaint?***

Any individual or individuals may bring a complaint to the New Haven Democracy Fund Board requesting that an investigation be made into any alleged violation of the New Haven Democracy Fund Ordinance (“the Ordinance”).

### ***Where to File Complaint***

A complaint must be filed by mail, electronic mail or in person with the New Haven Democracy Fund Administrator, Alyson C. Heimer via email: [demcoracyfund@newhavenct.org](mailto:demcoracyfund@newhavenct.org); or by snail mail at New Haven Democracy Fund, 165 Church Street, New Haven, CT 06510.

### ***Form of Complaint***

All complaints filed with the Commission must be in writing and sworn to under oath by the complainant. A complaint may be filed on the complaint form on this sheet, or in letter form, provided that it is sworn to under oath and contains all the information required by the form and by these directions. Complaints must be submitted with an original signature of the complainant. No copies or facsimiles will be accepted.

### ***Complaints should include the following:***

- The legal name, home address, and telephone number of the individual(s) filing the complaint.
- A clear and concise statement of the facts including:
  - The date and character of the alleged violation(s), including the section or subsection of the Ordinance that has allegedly been violated;
  - The identity of the person(s) alleged to have committed the violation(s);
  - The identity of any person(s) who may have knowledge of the facts asserted in the complaint; and
  - Any other document, written material, or other information known to the complainant and having a bearing on the violation(s) alleged in the complaint. If there are numerous documents, please provide a table of contents and give a number or letter to each document.

Insufficient information will hamper or prevent an effective investigation. Allegations that, if true, would not constitute a violation of the Ordinance will not be investigated.

