

NEW HAVEN DEMOCRACY FUND BOARD
% City/Town Clerk
200 Orange Street New Haven, CT 06510

**FILING A COMPLAINT WITH
THE NEW HAVEN DEMOCRACY FUND BOARD**

Who May Bring a Complaint?

Any individual 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.

Where to File Complaint

A complaint must be filed by mail or in person with the New Haven Democracy Fund Board % City/Town Clerk, 200 Orange 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 form is attached. A complaint may also be filed in letter form provided that it is sworn to under oath and contains the information required by the form.

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, address and telephone number of the individual filing the complaint.
- A clear and concise statement of the facts including:
 - The date of the alleged violation(s);
 - 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.