



TOWN OF MIDDLEBURY

Ethics Violation Complaint Form

This form is provided by the Ethics Commission to assist individuals in submitting a written complaint under the Town of Middlebury's Code of Ethics Ordinance.

Instructions:

- 1) Complete all sections of the Complaint Form. Incomplete or illegible forms will be returned for completion before being processed. All Ethics Complaint Forms must be signed, under penalty of false statement (C.G.S. 53a-157), before a Notary Public.
- 2) Provide a detailed account of the activity that is alleged to be in violation of the Ethics Ordinance. Please ensure that all allegations relate to specific individuals. If you are unsure as to whether or not the Commission has jurisdiction over the conduct of a particular individual, refer to the Ethics Ordinance for guidance. This document is available in the Town Clerk's Office in the Middlebury Town Hall and also online at www.middlebury-ct.org.
- 3) Enclose or refer in detail to specific portions of documents, minutes, etc. that support your allegations. Please note, this Complaint and all supporting documents you submit will be provided to the Respondent.
- 4) Be sure to keep the Ethics Commission informed in writing of any changes to your mailing address and other contact information. Failure to do so may jeopardize the processing of your Complaint.

Contact information of individual submitting complaint:

Name: _____

Address: _____

Phone: _____

E-mail: _____



this Complaint is true and correct to the best of my knowledge. I further certify that all pertinent documentation as required by the Ethics Commission of the Town of Middlebury has been dually submitted.

Name: _____

Signature: _____

Date: _____

State of Connecticut

County of _____ ss. (Town/City)

On this the _____ day of _____, 20____, before me _____, the undersigned officer, personally appeared _____, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that _____ executed the same for the purposes therein contained.

In witness whereof I hereunto set my hand.

Signature of the Notary Public

Date Commission Expires:

Printed Name of Notary Public

For Town of Middlebury Ethics Commission Use Only:

Date received by
Ethics Commission: _____

Date acknowledgement
receipt sent: _____

**Confidentiality Requirements:**

Any person may file a written complaint with the Ethics Commission alleging a violation of this Ordinance. All proceedings by the Commission shall be confidential. All participants in the probable cause proceedings, including the Complainant, Respondent, Witnesses and Commission Members shall treat confidentially the Complaint and all information acquired during the probable cause proceedings. It is a violation of this Ordinance to reveal said confidential information. An investigation conducted prior to a probable cause finding shall be confidential except upon the request of the Respondent. If the investigation is confidential, the allegations in the Complaint and any information supplied to or received from the Commission shall not be disclosed during the investigation to any third party by a Complainant, Witness, Designated Party, Commission or Staff Member. Reference C. G. S. 1-82 (b) and subject to C.G.S. 1-88.