

How to Prepare and Deliver a Sworn Complaint to the Albany County Ethics Commission

Sworn Complaint Basics:

The complaint shall:

1. identify the names of the complainant and the respondent.
2. include the complainant's address and telephone number.
3. contain a statement sworn or affirmed before an attesting officer that the individual is the complainant and that the foregoing complaint is true to his or her own knowledge, except as to the matters therein stated to be alleged upon information and belief and as to those matters he or she believes them to be true.
4. contain a statement of the facts constituting a violation of Local Law No. 8 for 2011 and should state, insofar as known, the date, time and place of the alleged violation.
5. if available, include copies of any documentation or exhibits in the complainant's possession at the time the complaint is filed to support the allegations contained in the complaint.

Who Can File a Complaint?

Any person may file a sworn complaint with the Albany County Ethics Commission.

Delivery

Enclose the sworn complaint in an envelope labeled "*Confidential*" and mail or hand deliver to the Albany County Ethics Commission in the care of the Clerk of the Legislature, 112 State Street, Room 710, Albany, NY 12207, (518) 447-7168.

Confidentiality of Complaints Upon filing with the Commission, a sworn complaint becomes a confidential record of the Commission and remains so unless and until the Commission issues a Substantial Basis Determination. At such time, the sworn complaint, in part or whole, may become publicly available pursuant to Article 6 of the New York State Public Officers Law.