

***City of Colorado Springs, Colorado***

**INDEPENDENT ETHICS COMMISSION**

**Formal Complaint Form**

**Date:** \_\_\_\_\_

**Complaint**

**The Complainant(s) is (are):** \_\_\_\_\_

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

**Complete Address:** \_\_\_\_\_

**Daytime Phone No.:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**The Respondents(s) is (are):**

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

**Complete Address:** \_\_\_\_\_

**Daytime Phone No.:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**The specific act or things complained of, with the facts to give a full understanding of the situation(s) is (are):**

*(If you need more space, please attach a separate sheet of 8 ½ x 11 paper)*

**The remedy to the matter I (we) would like is:**

***(If you need more space, please attach a separate sheet of 8 ½ x 11 paper)***

## **Notes to help completing the Complaint Form:**

**1. Complainant:** Fill in the name of each person, business or agency filing the complaint, and daytime contact information of at least one of the persons filing the complaint. Please provide an email address if applicable.

**2. Respondent:** Fill in the name of the specific covered person against whom you are complaining. You must provide a contact name, address and daytime phone number. Please provide an email address if applicable.

**3. Statement:** Fill in your statement about what you think was done that violated the Code of Ethics of Colorado Springs. If you think more than one ethics violation occurred please state each one separately. You should be prepared to provide the names of people you spoke with, copies of any supporting documents and have witnesses available and willing to testify (if there are any.) Be as specific as possible. Although the statement need not be in the form of a legal document, the IEC must be able to understand what occurred from the face of the complaint.

**4. Remedy:** While not required, you may suggest an appropriate remedy.

**5. Filing the complaint with the IEC:** Mail, fax, email or hand-deliver the original to: Independent Ethics Commission, c/o City Attorney, 30 S. Nevada Ave., Suite 501 Colorado Springs, CO 80903. Please keep a copy of your complaint for your records. Fax: (719) 385-5535.  
Email: [CityAtty@SpringsGov.com](mailto:CityAtty@SpringsGov.com).