



STATE OF WEST VIRGINIA  
**WEST VIRGINIA ETHICS COMMISSION**  
210 BROOKS STREET, SUITE 300  
CHARLESTON WV 25301-1804  
(304) 558-0664 - FAX (304) 558-2169  
[ethics@wv.gov](mailto:ethics@wv.gov)

## **Instructions for filing an Administrative Law Judge Code of Conduct Complaint**

- Administrative Law Judge (ALJ) Code of Conduct Complaints may only be filed against public employees and contract employees who serve as administrative law judges, hearing examiners, referees, or other positions with a state agency that involve the exercise of independent judgement in conducting hearings and issuing recommended decisions or reports containing findings of fact and conclusions of law.
- Complaints must be “verified,” or sworn to before a Notary Public.
- Complaints must be filed within two years of an alleged ALJ Code of Conduct violation.
- Complaints must either be hand-delivered, mailed, or emailed to:

West Virginia Ethics Commission  
210 Brooks Street, Suite 300  
Charleston, WV 25301  
[ethics@wv.gov](mailto:ethics@wv.gov)

### **Information regarding the ALJ Code of Conduct Complaint process**

- The Ethics Commission Committee on the Standards of Conduct of Administrative Law Judges (ALJ Committee) will send a letter to the person who filed an ALJ Code of Conduct Complaint which confirms that it has been received.
- The Complaint initially will be either dismissed or investigated by the ALJ Committee.
  - If it is dismissed, the person against whom the Complaint was filed will receive a copy of the Complaint and the Dismissal Order. The person who filed the Complaint will receive a copy of the Dismissal Order.
  - If the Complaint is to be investigated, a Notice of Investigation will be sent to the person who filed the Complaint and the person against whom the Complaint was filed.
- The Ethics Commission and the ALJ Committee do not have the authority or jurisdiction to enforce the Code of Judicial Conduct promulgated by the West Virginia Supreme Court of Appeals. [Code of Judicial Conduct](#). Therefore, Complaints which allege violations of the Code of Judicial Conduct or are filed against individuals subject to the Code of Judicial Conduct – and not the ALJ Code of Conduct – will be dismissed.

For office use only:  
ALJVC # \_\_\_\_\_  
Date filed: \_\_\_\_\_

**West Virginia Ethics Commission**  
**210 Brooks Street, Suite 300, Charleston WV 25301**  
**(304)558-0664 or (866)558-0664**

**CONTACT INFORMATION**

**The Ethics Commission does not have the authority to enforce the Judicial Code of Conduct promulgated by the West Virginia Supreme Court of Appeals. Complaints which allege only violations of that Code will be dismissed.**

**I. Person bringing ALJ Code of Conduct Complaint (“Complainant”)**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_ Alternate telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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**II. Person against whom ALJ Code of Conduct Complaint is brought (“Respondent”)**

ALJ Code of Conduct Complaints may only be filed against public employees and contract employees who serve as administrative law judges, hearing examiners, referees, or other positions with a state agency that involve the exercise of independent judgement in conducting hearings and issuing recommended decisions or reports containing findings of fact and conclusions of law.

Only one Respondent may be listed on each Complaint form.

Name: \_\_\_\_\_ Position/title and state agency: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Alternate telephone: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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**ADMINISTRATIVE LAW JUDGE CODE OF CONDUCT COMPLAINT**

\_\_\_\_\_  
**Name of Complainant**

**v.**

\_\_\_\_\_  
**Name of Respondent**

**I hereby allege that the Respondent violated the Administrative Law Judge Code of Conduct as follows:**

*(Provide a full and detailed statement of the facts, specifically Respondent's actions. Include all relevant dates and the names and contact information of any person who may have witnessed the Respondent's actions. Attach additional sheets of paper if necessary.)*

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For office use only:

ALJVC # \_\_\_\_\_

Date filed: \_\_\_\_\_

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

Date or dates of alleged violations: \_\_\_\_\_

Name(s) and contact information of any witness(es) to the alleged misconduct:

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

Attach documents which support your allegations: *(Attach photocopies; retain the originals for your own records.)*

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

**Verification of Complaint**

State of \_\_\_\_\_, County of \_\_\_\_\_:

I, \_\_\_\_\_, the Complainant named in the attached Complaint,  
(name of person filing the Complaint)

being duly sworn, says that the facts and allegations contained herein are true, except so far as they are stated to be on information and belief. If they are on information and belief, I believe them to be true.

Complainant's signature \_\_\_\_\_ Date: \_\_\_\_\_

Taken, sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
**Notary Public's Signature**