



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

Instructions for filing a Complaint

- Complaints may only be filed against public officials, public employees, “public servant volunteers”¹ and lobbyists.
- Complaints must be “verified,” or sworn to before a Notary Public.
- Complaints must be filed within five years of an alleged Ethics Act 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

Information regarding the Complaint process

- The Ethics Commission will send a letter to the person who filed a Complaint which confirms that it has been received.
- The Complaint initially will be either dismissed or investigated by the Ethics Commission’s Probable Cause Review Board.
 - 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 does not have the authority or jurisdiction to enforce the Open Governmental Meetings Act. Therefore, Complaints which allege violations of the Open Governmental Meetings Act – and not the Ethics Act – will be dismissed.

¹ “Public servant volunteer” means any person who, without compensation, performs services on behalf of a public official and who is granted or vested with powers, privileges, or authorities ordinarily reserved to public officials.

For office use only:

VCRB #

Date filed:

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

Ethics Complaint Form

Contact Information

Person bringing Complaint ("Complainant")

Name:

Telephone:

Alternate telephone:

Email:

Address:

City:

County:

State:

Zip:

*All notices will be sent via email to the email address listed above, unless the Complainant requests a paper copy by checking the following box.

Person against whom Complaint is brought ("Respondent") Only one Respondent may be listed on each Complaint form. Complaints may be filed against current or former public officials or public employees, or lobbyists.

Name:

Position or title:

(e.g. , Mayor of Smallville, Potomac Co. Commissioner)

Email:

Telephone

Home Address:

City:

County:

State:

Zip:

For office use only:

VCRB #

Date filed:

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

ETHICS COMPLAINT

Name of Complainant

v.

Name of Respondent.

I hereby allege that the Respondent violated the West Virginia Ethics Act 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.)

Date or dates of alleged violations:

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

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

Additional Information

VERIFICATION OF COMPLAINT

State of

County of , to wit:

I, the complainant named in the attached complaint, being duly sworn, state that the facts and allegations contained herein are true, except those stated on information and belief, and as to those, I believe them to be true.

Complainant (signature)

Taken, sworn to, and subscribed before me this day of , 20

Notary Public

My Commission expires