

**FORSYTH COUNTY GOVERNMENT
ETHICS PANEL
COMPLAINT CHECKLIST**

Complaint includes the following:

Complainant's information:

Full legal name
Current valid mailing address,
Phone number, and
Email address (if applicable)

Affidavit(s)

Based on personal knowledge
Sets forth such facts as would be admissible in evidence
Shows affirmatively that the affiant is competent to testify to the matters stated therein
All documents referred to in affidavit attached to it

Includes the statement:

"I have read the ethics complaint and aver that the facts contained therein are true to the best of my knowledge and belief."

Complaint signed and notarized

Complaint filed by deadline (within six (6) months of the date of the alleged violation is said to have occurred or, in the case of concealment or nondisclosure, was discovered after due diligence)

Complaint filed with the Ethics Panel Clerk:

Forsyth County Ethics Panel Clerk
110 East Main Street, Suite 230
Cumming, GA 30040