

CAMPAIGN FINANCE COMPLAINT CHECKLIST

Confirm the following:

- Complaint is in writing
- Full name of complainant is provided (regardless of counsel)
- Full mailing address of complainant is provided (regardless of counsel)
- Laws are cited
 - If yes, which laws: [Click or tap here to enter text.](#)
- The committee is within your jurisdiction
 - If yes, what kind of committee: [Choose an item.](#)
 - Committee Name: [Click or tap here to enter text.](#)
 - Committee ID Number: [Click or tap here to enter text.](#)
 - Schedules identified in the complaint: [Click or tap here to enter text.](#)
- The complaint is filed within the four-year retention period

If any of these boxes are **NOT** checked, the complaint does not meet required criteria. Notify complainant of the deficiencies and inform them no action will be taken.

If all boxes are checked:

1. Assign a complaint number determined by your office (example: CFC-01-21)
Complaint Number Assigned: [Click or tap here to enter text.](#)
2. Acknowledge receipt in writing to the complainant
3. Inform the complainant the process will provide the committee an opportunity to respond and after receipt of this response, the complainant may submit a reply. Also inform the complainant they will receive notification once a preliminary decision has been made (initial letter).
4. Within 30 business days provide the respondent the complaint and request a response.

Conflict of Interest:

- Review the complaint for possible conflict of interest ([A.R.S. 38-503](#))

If any actual or perceived conflicts exist, refer the complaint to another filing officer within the state of Arizona.

If conflict exists, describe: [Click or tap here to enter text.](#)

Name of filing officer complaint was referred: [Click or tap here to enter text.](#)

City/Town of filing officer complaint was referred: [Click or tap here to enter text.](#)

REQUIREMENT	DEADLINE DATE	ACTUAL DATE
Date Complaint Received	N/A	
Clerk Deadline to Request a Response (30 business days)		
Deadline for Response (30 calendar days approx.)		
Clerk Deadline to Send Response & Request a Reply from Complainant (within 10 business days of getting response)		
Deadline for Reply from Complainant (14 calendar days approx.)		
Clerk Deadline to make a Determination and Issue a Notification of Decision (150 calendar days unless the election is within 30 days, then within 60 calendar days)		
<ul style="list-style-type: none"> • Complaint Received • Within 30 Business Days Clerk sends respondent a copy of the complaint and a letter describing the filing officer’s campaign finance processing procedures and provides an opportunity to respond (response deadline - 30 calendar days; upon request, an extension to respond can be granted) • Within 5 Business Days after receiving a response, within 10 business days, the Clerk sends the complainant a copy of the response and a letter that explains the opportunity for the complainant to submit a reply. (response deadline - 14 calendar days; upon request, an extension to reply can be granted.) • Clerk evaluates complaint, response, reply (if any), reports filed, and/or public record information and determines if there is reasonable cause to believe a violation occurred. (no subpoena powers - ok to request voluntary production of information) • Clerk may: find reasonable cause, dismiss the matter, or find no reasonable cause • Clerk issues a Notification of Decision to all parties explaining the basis for the determination. Deadline: within 150 calendar days after the deadline for submitting a reply if a response was submitted or within 150 calendar days after the deadline for a response if no response was submitted. (Deadline shortens to 60 calendar days if it is within 30 days of the election.) <ul style="list-style-type: none"> o If the Clerk dismisses the complaint or finds no reasonable cause, the matter is closed, and no notification is given to the enforcement officer. A dismissal or finding of no reasonable cause are not considered appealable actions. o If the Clerk finds reasonable cause, the filing officer must notify the enforcement officer and provide all relevant documentation from the case. 		