

## Director's Office

P.O. Box 110017  
Juneau, Alaska 99811-0017  
907.465.4611 907.465.3203 FAX  
elections@alaska.gov



## Regional Offices

Anchorage 907.522.8683  
Fairbanks 907.451.2835  
Juneau 907.465.3021  
Nome 907.443.5285

# STATE OF ALASKA Division of Elections Office of the Lieutenant Governor

## ADMINISTRATIVE COMPLAINT FILING PROCESS

Any person who believes that there is a violation of any provision of Title III of the Help America Vote Act of 2002, 42 U.S.C. §§ 15481-15485, including a violation that has occurred, is occurring, or is about to occur, may file a complaint.

Title III of the Help America Vote Act is available for viewing at the following web site:

<http://www.elections.state.ak.us/hava/hava.php>

The administrative complaint procedure is set out in Alaska Administrative Code, 6 AAC 25.400 - 6 AAC 25.490.

The Alaska Administrative code is available for viewing at the following web site:

<http://www.legis.state.ak.us/basis/folio.asp>

## HOW TO FILE A COMPLAINT

A complaint must be in writing. An Alaska Division of Elections Administrative Complaint form is available online at <http://www.elections.alaska.gov>. Persons may also contact any of our Regional Offices to get a form, or call our statewide toll-free administrative complaint line: 1-888-465-5857.

The complaint must be:

- a) signed by the complainant
- b) notarized and sworn under oath by the complainant
- c) and contain the following:
  - (1) full name of the complainant;
  - (2) mailing address of the complainant;
  - (3) each provision of 42 U.S.C. 15481 - 15485 for which a violation is claimed;
  - (4) and a description of the facts constituting the claimed violation.

The complaint must set out a clear and concise description of the claimed violation that is sufficiently detailed to apprise both the respondent (an election official whose actions are asserted), in a complaint under 6 AAC 25.400 - 6 AAC 25.490, to be in violation of 42 U.S.C. 15481 – 15485) and the director of the claimed violation.

## WHERE TO FILE A COMPLAINT

The original complaint must be filed with the Director and mailed to:

Division of Elections  
Director's Office  
P.O. Box 110017  
Juneau, Alaska  
99811-0017

### A written complaint must be filed with the director, along with:

1. adequate proof of mailing or delivery of a copy of the complaint to each respondent; or
2. a request for mailing or delivery by the Director of the Division of Elections to each respondent.

### A complaint must be filed within 60 days after the:

1. occurrence of the actions or events that form the basis for the complaint, including any actions or events that form the basis for the complainant's belief that a violation is about to occur; or
2. complainant knew or, with the exercise of reasonable diligence, should have known of actions or events described in (1) of this subsection.

### The Director will examine each complaint, and will reject it for filing if:

1. it is not signed and notarized under oath;
2. it does not identify the complainant or include an adequate mailing address;
3. it does not, on its face, allege a violation of 15 U.S.C. 15481 - 15485 with regard to a federal election; or
4. more than 90 days have elapsed since the final certification of the federal election at issue.

You may contact any of our State of Alaska Election Offices for further information:

#### Director's Office

PO Box 110017  
Juneau, Alaska 99811-0017  
907.465.4611 phone  
907.465.3203 fax

#### Regional Offices

Anchorage 907.522.8683  
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**Call our toll-free phone number: 1-888-465-5857**

**TTY call toll-free 1-888-622-3020**