



CITY OF DALLAS  
ETHICS ADVISORY COMMISSION

AMENDED COMPLAINT FORM \*

For Official Use Only

*\*Please note that pursuant to the Ethics Advisory Commission's Rules of Procedure, a complaint filed under Chapter 12A of the Dallas City Code may be amended only once, and an amended complaint may only be filed within 7 days after the City Secretary's receipt of the original complaint. The amended complaint will supersede and take the place of the original complaint. Once an amended complaint is filed, all information and allegations contained in the original complaint will no longer be regarded as part of the evidence or record of the complaint; therefore, it is the duty of the complainant to ensure that all accurate information that was contained in the original complaint that the complainant wishes to be considered by the Ethics Advisory Commission is included in the amended complaint form. The Ethics Advisory Commission's Rules of Procedure regarding Amendments to a Complaint filed under Chapter 12A are attached to this Amended Complaint Form.*

Please type or print legibly in blue or black ink.

**NOTE: FILING A COMPLAINT THAT FALSELY ACCUSES SOMEONE OF A VIOLATION OF THE ETHICS CODE MAY RESULT IN CRIMINAL PROSECUTION OF ANYONE WHO KNOWINGLY MAKES A FALSE ACCUSATION.**

**PART A – COMPLAINANT INFORMATION**

1. Your full name (print) (Identifies you as the Complainant)

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Your residence address (Street, City, State and Zip Code) County

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Your business address (Street, City, State and Zip Code) County

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Business phone # Residence phone #

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**PART B -- COMPLAINANT DECLARATION**

I DECLARE I HAVE A COMPLAINT AGAINST:

2. Full Name of person against whom you are bringing the allegation:

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(Check One)		Fill in Appropriate Information	
<input type="checkbox"/>	Elected Official	Office Held	
<input type="checkbox"/>	Appointed Official	Board or Commission/ Title	
<input type="checkbox"/>	Candidate	Office Sought	
<input type="checkbox"/>	City Employee	Title/Department	

Residence address (Street, City, State and Zip Code)

County

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Business address (Street, City, State and Zip Code)

County

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**PART C -- DESCRIPTION OF COMPLAINT**

Provide a statement of the facts upon which your complaint is based. Describe the events in the order in which they occurred. Keep dates of events in sequence. Include full names, addresses and phone numbers of all individuals involved, including any witnesses present when alleged violations took place. Be factual; the information you provide in this statement must be based on facts and not on personal conjecture. Try to answer the questions "who", "what", "where", and "when". Attach extra sheets if more space is needed.

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**THIS AMENDED COMPLAINT AMENDS, SUPERCEDES AND IS IN  
SUBSTITUTION OF THE ORIGINAL COMPLAINT DATED**

\_\_\_\_\_, 2005 FILED BY \_\_\_\_\_

**(COMPLAINANT) AGAINST \_\_\_\_\_ . I CERTIFY THAT  
I HAVE READ THIS AMENDED COMPLAINT, I FULLY UNDERSTAND ITS  
CONTENTS, AND I DECLARE UNDER PENALTY OF PERJURY UNDER THE  
LAWS OF THE STATE OF TEXAS THAT THE FOREGOING STATEMENTS  
AND PHOTOCOPIES OF ATTACHED DOCUMENTS ARE TRUE AND  
CORRECT. I UNDERSTAND THAT A COPY OF THIS AMENDED  
COMPLAINT WILL BE SENT TO THE CHAIR OF THE ETHICS ADVISORY  
COMMISSION AND TO THE INDIVIDUAL CHARGED IN THIS AMENDED  
COMPLAINT. ALL PAPERS AND COMMUNICATIONS RELATING TO AN  
AMENDED COMPLAINT MUST BE TREATED AS CONFIDENTIAL TO THE  
EXTENT ALLOWED BY LAW.**

\_\_\_\_\_  
Signature

Before me the undersigned authority, on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_,  
personally appeared, \_\_\_\_\_, known to me to be  
the person whose name is subscribed hereto, and being duly sworn stated that  
he/she has personal knowledge of the facts hereinabove and that such facts are  
true and correct.

\_\_\_\_\_  
Notary Public

<NOTARY SEAL>

\_\_\_\_\_ County, Texas

My Commission expires:  
\_\_\_\_\_

Should you have any questions concerning this form, please contact the City Secretary's Office,  
at (214) 671-8970 during regular business hours (8:15am – 5:15pm).

Upon completing **ALL** sections of this form, please hand deliver or send by certified mail with any  
attachments to:

Office of the City Secretary  
CITY HALL  
1500 Marilla Avenue – Suite 5DS  
Dallas, TX 75201

**Section 3.2 Amended Complaints.** All amended complaints shall be submitted to the EAC through the City Secretary's office Ethics Coordinator, only on a printed form prescribed by the City Secretary' office for amended complaints (see Exhibit B). If a complainant determines, after filing a complaint, that he or she wishes to amend his or her original complaint, to add something to, or withdraw something from, the original complaint which has been filed so as to perfect that which is or may be deficient, or to correct that which has been incorrectly stated in the complaint by the complainant, or to allege a new or additional violation of Chapter 12 A of the Code or to amend the complaint to add a new respondent, the complainant may file an amended complaint in accordance with this section.

A complaint may be amended only once, and may only be filed within 7 (seven) days after the City Secretary's receipt of the original complaint. The amended complaint will supersede and take the place of the original complaint. Once an amended complaint is filed, all information and allegations contained in the original complaint will no longer be regarded as a part of the evidence or record of the complaint; therefore, it is the duty of the complainant to ensure that all accurate information that was contained in the original complaint that he or she wishes to be considered by the Ethics Advisory Commission is included in the amended complaint. The deadline established in Section 12A-26(e)(1) for making a preliminary finding on a complaint will automatically be extended another 21 days from the date an amended complaint is received by the City Secretary.

The amended complaint must:

- 1) identify the person or persons who allegedly committed the violation;
- 2) provide a statement of the facts on which the complaint is based;
- 3) to the extent possible, identify the ethics provision or provisions allegedly violated; and
- 4) identify sources of evidence, if any, that the complainant recommends should be considered by the ethics advisory commission.

Audio cassettes, VHS tapes, other media formats, supporting documentation and all other such information the complainant feels is relevant may be submitted together with the complaint. All amended complaints must be signed, dated, notarized and sworn to under penalty of perjury.

*The city secretary shall, in writing, advise the person filing an amended complaint that falsely accusing someone of a violation of the Code of Ethics may result in criminal prosecution of anyone who knowingly makes a false accusation. The city secretary shall, in writing, advise the person charged in the amended complaint that falsely responding to an amended complaint may result in criminal prosecution of anyone who knowingly makes a false response.*