**Section 1620.440 Complaint**

a) Cases other than appeals of disciplinary actions under the Act filed under Section 1620.1100 shall be commenced by the filing of a complaint with the Commission.

b) The Executive Inspector General or Secretary of State Inspector General, as appropriate, shall be designated as "the petitioner" and the person who is alleged to have violated the Act shall be designated as "the respondent".

c) The form of the complaint shall be captioned substantially as follows:

|  |  |  |
| --- | --- | --- |
| IN THE EXECUTIVE ETHICS COMMISSION  OF THE STATE OF ILLINOIS | | |
| A. B., in (his/her) capacity as | ) |  |
| Executive Inspector General for the | ) |  |
| (constitutional officer), | ) |  |
|  | ) |  |
| Petitioner, | ) |  |
|  | ) |  |
| v. | ) | No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | ) |  |
| C. D. | ) |  |
|  | ) |  |
| Respondent. | ) |  |
| Complaint | | |

d) The Commission shall assign each complaint a unique tracking number and all subsequent filings in each case shall reference this tracking number.

(Source: Amended at 42 Ill. Reg. 13550, effective June 26, 2018)