

Date:

Name

Address

City, State, Zip

Re: Meade County Ethics Complaint (YEAR)-E-(DATE)

Dear _____:

You are hereby notified that the Meade County Ethics Commission has received the attached complaint.

In accordance with the Meade County Ethics Ordinance, the Commission is giving you an opportunity to respond to the allegations contained in the complaint. Under the Ordinance, you have the right to be represented by counsel, to appear and be heard under oath, and to offer evidence in response to the allegations in the complaint.

If the Ethics Commission determines in the preliminary investigation that the complaint does not allege facts sufficient to constitute a violation of the Ordinance, the Commission will immediately terminate the inquiry and notify the parties in writing.

If the Commission determines during the preliminary investigation that there is probable cause to believe an ethics violation has occurred, it shall notify the party alleged to be in violation of the finding and set a hearing.

Sincerely,

Chair

Meade County Ethics Commission