

# Filing Administrative Complaints

- ☑ Observe or experience a violation.
- ☑ Create signed, sworn and notarized affidavit.
- ☑ Submit affidavit to Commissioner of Elections or Department of Elections for your county.
- ☑ Receive remedy or response within 90 days of complaint filing.



*If you experience a violation, there is a process to follow to register a complaint.*

## State of Delaware Department of Elections

### COMMISSIONER

111 S. West St., Suite 10  
Dover, DE 19904  
Phone: (302) 739-4277  
Fax (302) 739-6794  
Email: [Coe\\_vote@state.de.us](mailto:Coe_vote@state.de.us)  
Website: [www.elections.delaware.gov](http://www.elections.delaware.gov)

### KENT COUNTY

100 Enterprise Place, Suite 5  
Dover, DE 19904  
Phone: (302) 739-4498  
Fax: (302) 739-4515  
Website: <http://electionskc.delaware.gov>

### NEW CASTLE COUNTY

Carvel State Office Building  
820 N. French St., 4<sup>th</sup> Floor  
Wilmington, DE 19801  
Phone: (302) 577-3464  
Fax: (302) 577-6545  
Website: <http://electionsncc.delaware.gov>

### SUSSEX COUNTY

119 N. Race St.,  
P.O. Box 457  
Georgetown, DE 19947  
Phone: (302) 856-5367  
Fax: (302) 856-5082  
Website: <http://electionssc.delaware.gov>

## State of Delaware Department of Elections

# Administrative Complaints:

*Following  
Federal and  
State  
Procedures*



## Administrative Complaints

If you experience a problem with voting systems standards, provisional voting or any other voting problem covered by title III of the Help America Vote ACT of 2002 (HAVA) and wish to register a formal complaint, there is a specific process for addressing it.

You must submit your complaint to the commissioner of Elections or any of the Departments of Elections for the counties. The complaint must be:

- ◆ In writing
- ◆ Notarized
- ◆ Signed and sworn by the voter



Affidavits must be signed and notarized

If the complaint is originally submitted to the Department of Elections for the county, it will be forwarded to the Commissioner of Elections on the same day it is received.

The Commissioner's Office will notify the complainant that they received the complaint and what the resolution process will be.

The Commissioner is authorized to consolidate similar complaints for the resolution purposes. If the complainant requests it, there will be a hearing for the record.

### Determinations

After receiving the complaint, the Commissioner



*Data is gathered before determinations are made.*

appoints a person or persons to examine it, gather data and determine if there was a violation.

If the person investigating the complaint determines that there is a violation, they will report this and

recommend a suitable remedy to the Commissioner. The Commissioner can accept, reject or modify the recommended remedy.

If the investigator finds that there was no violation, the complaint will be dismissed. The Commissioner will publish the results of each investigation and resolution.

### Timeframes

The Commissioner of Elections will make a final determination with respect to a complaint within 90 days of when the complaint was received, unless the complainant consents to a longer period of time.

If the deadline is not met, the Commissioner of Elections must take action to ensure that the complaint is resolved within 60 days under alternative dispute resolution procedures. All existing materials will be made available for these proceedings.



*Complaints are submitted to the Commissioner of Elections or the Department of Elections for your*

## State of Delaware Department of Elections

111 S. West St., Suite 10  
Dover, DE 19904

Phone: 302-739-4277

Fax: 302-739-6794

Email: [COE\\_vote@state.de.us](mailto:COE_vote@state.de.us)

Website: [www.elections.delaware.gov](http://www.elections.delaware.gov)