



CHARGING PARTY CHECKLIST

SECTION ONE: (You must answer **YES** to all of the following in Section One to proceed with Charges to disciplinary committee.)

YES ___ NO ___ Did you receive a written Complaint from an ACBL Recorder?

YES: Continue. NO: Contact the Office of National Recorder for consultation.

YES ___ NO ___ Are you the Charging Party for your organization (District President or appointed Charging Party)?

YES: Continue NO: Forward to Recorder@acbl.org to be redirected to the proper jurisdiction.

YES ___ NO ___ Is the Single Incident Complaint received within 180 days of the incident or is the Pattern of Conduct Complaint received within 5 years of the earliest instance referenced or is the Complaint based on an Ethical Violation that the Charge would be CDR 3.20? (CDR 5.2.1)

YES: Continue NO: Proceed to Section Three.

YES ___ NO ___ Does the body that you represent have jurisdiction over this matter? (CDR 2)

YES: Continue NO: Forward to Recorder@acbl.org to be redirected to the proper jurisdiction.

Charging Party must be able to answer "yes" to at least one of the following to have jurisdiction (CDR 2.1.1):

- the subject of the Complaint is a member of your District and was participating in an ACBL sanctioned event or activity at the time of the incident; or
- the incident occurred at an ACBL sanctioned event or other activity held within the geographical boundaries of your District; or
- the incident occurred at a Unit Sponsored Club that is within the geographic boundary of your District; or
- the incident occurred at a club within your District where the club hosted a Unit, District, or ACBL sponsored event (e.g., GNT, NAP, STaC, ACBL-wide game, etc.); or
- the allegation in the Complaint from an incident at a club game held within your District included 1) cheating by use of signals, 2) other unauthorized information, or 3) a serious breach of ethics.

YES ___ NO ___ Is there evidence in the Complaint that is sufficient to establish the fact(s) in question that, if true, manifest Grounds for Discipline in Section 3 of the CDR?

YES: Continue NO: Notify the ACBL Recorder who submitted the Complaint that Charges will not be brought.

SECTION TWO: (You have decided to proceed with Charges to a disciplinary committee)

_____ Consult CDR 3: Grounds for Discipline to determine what violation occurred based on the facts in the Complaint.

_____ Complete a [Charge Letter](#) and email (or mail) it with the attached Complaint to the proper Disciplinary Committee Chair. Confirm receipt.

_____ Continue to gather evidence, testimonies, etc., if necessary, to prosecute the case at the hearing. (Note: may include Recorder interviewing other witnesses or gathering other documentary evidence such as a video recording or hand records.)

_____ Receive a [Notice of Hearing](#) from the Disciplinary Committee Chair.

_____ Determine whether to appoint an Advocate to represent you at the hearing. **You or your Advocate are REQUIRED to attend the hearing in person or by phone.**

SECTION THREE:

_____ Notify the Recorder that submitted the Complaint that Charges will not be brought because it was not timely submitted. Ask the Recorder to properly record this matter in accordance with the Recorder Regulations.

SAMPLE EMAIL TO RECORDER WHEN CHARGES WILL NOT BE FILED

To: [Name of Reporter]
Cc: Office of National Recorder (Recorder@acbl.org)
Subject: Complaint against [insert subject's name]

I received your Complaint against [name] dated [date of complaint]. Charges will not be filed against [accused party] because the Complaint [was not timely submitted in accordance with CDR 5.2.1 or does not include sufficient facts to indicate that a CDR violation occurred].

[Name and Title]