



Attorney General Peter F. Neronha

Complaint Submitted

Office of the Attorney
General

Attn: Open Government Unit

150 South Main Street
Providence, RI 02903

opengovernment@riag.ri.gov

Complaint should include a short and clear statement of the specific alleged violation(s) and any relevant documentation.

Acknowledgement Letters

If allegations in the complaint, if assumed to be true, state a potential violation of the Act, the Office sends **acknowledgment letters** to complainant and legal counsel for public body outlining process and requesting a response to the allegations.

Public Body Response

Legal counsel for the public body provides a **substantive response** to complaint within **10 business days*** of acknowledgment letter. Sent to the Office and complainant.

Complainant Rebuttal

Complainant may submit a **rebuttal** to the public body's response within **5* business days** of receipt that is limited to addressing issues raised in response and may not address new issues. Sent to the Office and legal counsel for public body.

Investigation period

The Office **investigates** the allegations and may request supplemental information from the parties. Neither the public body nor the complainant may submit additional information without permission.

Finding Issued

The Office issues a **finding** that is sent to parties and published on www.riag.ri.gov.

Potential Complaint Filed

If injunctive relief is appropriate or if a violation is found to be **willful or knowing** (OMA) or **willful and knowing, or reckless** (APRA), the Office may file a complaint against the public body in the Superior Court seeking civil fines.

**This process is subject to change at the discretion of the Office.
Reasonable extensions may be granted upon an appropriate showing.*