**20:10:01:07.01.  Contents of consumer complaint.** A consumer complaint shall be in writing and filed with the commission. A consumer complaint shall contain:

 (1)  The full name, address, and telephone number of each complainant, including an email address if the complainant has an email address;

 (2)  The full name and address of each respondent;

 (3)  A full, clear, and reasonably certain statement of the facts giving rise to the complaint, with reference where practicable to the law, statute, order, or rules of which a violation is claimed;

 (4)  The remedy requested by the complainant;

 (5)  The printed name and signature of the complainant;

 (6)  The name and address of the complainant's attorney, if any; and

 (7)  An affirmation that the statement of facts are accurate to the best of the complainant's knowledge.

 **Source:** 2 SDR 56, effective February 2, 1976; transferred from § 20:10:14:11, 12 SDR 85, effective November 24, 1985; 12 SDR 151, 12 SDR 155, effective July 1, 1986; 25 SDR 89, effective December 27, 1998; 33 SDR 107, effective December 26, 2006.

 **General Authority:** SDCL 49-1-11(2), 49-34A-4(6).

 **Law Implemented:** SDCL 49-1-11(2),(4), 49-13-1.