**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.