



## **How To File a Complaint if You Have Trouble Voting**

If there is a problem with accessibility at your polling place there are a couple of different ways, depending on whether it is a federal or state election, that you can file a complaint.

The State Board of Election Commissioners has rules for filing complaints. Those rules can be found at:

[https://static.ark.org/eeuploads/elections/Help\\_America\\_Vote\\_Act\\_Administrative\\_Complaint\\_Procedure.pdf](https://static.ark.org/eeuploads/elections/Help_America_Vote_Act_Administrative_Complaint_Procedure.pdf).

### **Federal Elections**

During a federal election, such as a presidential race, there is no particular form to fill out to make a complaint, but DRA has created a model form you can use which can be found on our website at:

<https://disabilityrightsar.org/wp-content/uploads/2018/10/HAVA-Complaint-Form.pdf>

Whether you use the DRA form or your own, there are certain steps you must take, you must:

1. Submit your complaint within thirty days of the problem occurring
2. Put the complaint in writing
3. Sign the complaint
4. Get the complaint notarized
5. Send the complaint to the State Board of Election Commissioners at the address below
6. Send a copy to the County Election Commissioner

The complaint should include a description of the problems you saw or encountered at the polling place, and where and when it happened.

If you choose, you can request a formal hearing on the issue. A hearing is an opportunity for you to explain to election officials, in person, what happened at the polling place.

You should then sign your written statement in front of a notary, who will ask for your identification to verify your complaint.

Send your complaint to:  
State Board of Election  
Commissioners 501 Woodlane Dr.,  
Suite 401 N  
Little Rock, AR  
72201 Fax: (501)  
682-1782

If you need an accommodation to file your complaint, you can call the State Board of Election Commissioners at (800) 411-6996.

### **State and Local Elections**

The process for filing a complaint during a state or local election, like a school board race, is a little different. You still have to put your complaint in writing, but you do not need a notary.

There is a special form to fill out which is available online at:

[https://static.ark.org/eeuploads/elections/Official\\_Complaint\\_Form\\_FILLABLE.pdf](https://static.ark.org/eeuploads/elections/Official_Complaint_Form_FILLABLE.pdf)

If you do not have access to the online form, you can call the State Board of Election Commissioners at (800) 411-6996 and ask for a copy. Once you fill out the form you have to mail it to the State Board of Election Commissioners at the address above.

For More Information or Assistance Contact:

Disability Rights Arkansas  
400 W. Capitol Ave., Suite 1200  
Little Rock, AR 72201  
800-482-1174