

BEFORE THE
POSTAL REGULATORY COMMISSION
WASHINGTON, DC 20268-0001

Complaint of (Your Name or Organization)

Docket No. C20__ - __
*[Please call Dockets at
202-789-6846 prior to filing
to obtain a docket #]*

COMPLAINT OF (Your Name or Organization)
REGARDING (GENERAL CLAIM OF COMPLAINT)

 (Month Day, Year of filing)

 (Your Name)
 (Your Address)
 (Your Address)
 (Your Telephone Number)
 (Your Email Address)

I. [General statement of alleged Postal Service violations of applicable statutes including 39 U.S.C. chapter 36, 39 U.S.C. 101(d), 401(2), 403(c), 404a or 601 or any rule, order, or other regulatory requirement based on any of those statutes.]

- 1) *[Please use a numbered paragraph for each alleged violation.]*
- 2) *[Second allegation would go here.]*

II. [Specific identification and explanation of Postal Service action or inaction which violates the statute(s) or other regulatory requirement(s) listed above.]

3) *[Please use a numbered paragraph for each Postal Service action or inaction described.]*

III. [Description of the business, commercial, economic or other issues presented by the Postal Service's action or inaction as they are related to the complainant.]

4) *[Please use a numbered paragraph for each issue presented.]*

IV. [Description of persons or classes of persons known or believed to be similarly affected by the issues involved in the complaint, if applicable.]

5) *[Please use a numbered paragraph for each person or group.]*

V. [Statement of the nature of the evidentiary support that the complainant has or expects to obtain during discovery to support the facts alleged in the complaint.]

6) *[Please use a numbered paragraph for each item of evidentiary support.]*

VI. [Explanation as to why such facts could not be reasonably obtained by the complainant where claims are premised on information and belief.]

7) *[Please use a numbered paragraph for each explanation.]*

VII. [Statement about whether the issues presented are pending in or have been resolved by an existing Commission proceeding or a proceeding in any other forum in which the complainant is a party; and if so, provide an explanation why timely resolution cannot be achieved in that forum.]

8) *[Please use a numbered paragraph for each forum described.]*

VIII. [Statement of the specific relief or remedy requested and the basis for that relief.]

9) *[Please use a numbered paragraph for each remedy or item of relief requested.]*

IX. [Certification that states that prior to filing, the complainant attempted to meet or confer with the Postal Service's General Counsel to resolve or settle the complaint, why the complainant believes additional such steps would be inadequate, and the reasons for that belief.]

X. [Certification that the complaint has been served on the United states Postal Service by emailing it to PRCCOMPLAINTS@usps.gov.]