**Content of Investigation Report**

1. The report should:
2. Mention how the complaint was received stating when the complaint was made, to whom and the alleged violation of law;
3. Answer these questions about the case: who, what, when, where, why, how, and how much.
4. State the allegations in the proper format (who did what in violation of which provision of Electoral Laws and when).
5. State the facts clearly, accurately and completely.
6. Explain the Electoral Laws and apply them to the facts.
7. Include mitigating and aggravating circumstances and facts that do not support your conclusions to ensure you tell the “whole” story, not just one side.
8. The report should:
9. List the interviews on the case and/or documents or evidence that you have reviewed or collected in the report and include all enclosures or attachments.
10. Provide Election Dispute Settlement Body members the true and factual information they need to reach a sound and fair decision.
11. The report should:
12. Address the complaint lodged with the Election Dispute Settlement Body.
13. Discuss all significant evidences and information related to the case.
14. Thoroughly discuss and analyze the rules and regulations and how they apply to the facts.
15. State how the findings are proving or disproving the complaint.
16. Suggest what action should be taken or not.
17. At the hearings, present the facts of the matter as at 3 (a) (b) and (c) above but do not present the recommendation at 3 (e) or the conclusions in 3 (d).