

# **LOCAL AERIE STEPS LEADING TO A TRIAL, TRIAL PROCEDURES, AND THE APPEAL PROCESS**

**THIS DOCUMENT IS INTENDED FOR THE MEMBERSHIP'S USE AS A TOOL TO UNDERSTANDING OUR FRATERNAL ORDER OF EAGLE'S PROVISION OF INTERNAL JUSTICE FOR OFFENSES COMMITTED AGAINST THE LAWS OF OUR ORDER IN COMPLIANCE WITH THE LATEST EDITION OF OUR STATUTES**

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*The references made to the Constitution and Statutes and existing Opinions in Sections A, B, C, D, E, F and G are provided to give the reader a reference source, as many of the quotes in this document are not DIRECT quotes.*

## SECTION (A) APPOINTMENT OF TRIAL COMMITTEE

Each Worthy President at the very beginning of his term must appoint a "Trial Committee" consisting of five (5) members, and two (2) alternates, from among the Past Worthy Presidents and/or 10 year Secretaries (retired) of his Aerie. The two (2) alternate Trial Committee members fill any vacancies that occur on the Trial Committee during the Worthy President's term. If a total of seven (7) Past Worthy Presidents and/or 10 year Secretaries (retired) ARE NOT available, then the Worthy President may appoint members to the Trial Committee from among the local Aerie membership who are in good standing. (Section 62.1). The Trial Committee will hear the trial complaints filed with the Worthy President and the Trial Committee Chairman and will decide, only after hearing all the evidence, the guilt or innocence of the Accused. This Committee will also decide the penalty (if any) the Accused may receive (Section 62.2).

The Trial Committee consist of five (5) members, and two alternates, all of whom shall be Past Worthy Presidents of the Aerie or Ten Year Secretaries (retired), if they are available, and if not available, then from members in good standing. An Aerie in compliance with this Statute should be able to hold trials with no less than five (5) members on the Trial Committee. This lends assurance and credibility to a fairly held trial that respects both the Accuser and the Accused's due process rights. (Opinion No. 836)

*The Trial Committee MUST consist of Past Worthy Presidents, Ten Year Secretaries (retired) and/or members in good standing of the local Aerie in which the trial is being held. Dual members in good standing who belong to the Aerie where the trial is taking place may also be utilized.*

The Worthy President, who does appoint the Local Trial Committee, is not authorized to change the membership thereof except to appoint new members to such Trial Committee when a vacancy properly occurs thereon. (Opinion No. 276)

The Worthy President CAN NOT appoint or allow the following people to serve on the Trial Committee (Section 62.1):

- |  |   |
|--|---|
| 1. The Accuser                               | 6. Aerie Secretary                          |
| 2. The person accused                        | 7. Himself                                  |
| 3. The prosecutor appointed by the President | 8. Trustees (if they filed charges)         |
| 4. The mediator appointed by the President   | 9. ANY Auxiliary members                    |
| 5. The person/persons defending the Accused. | 10. Witnesses who will testify at the trial |

*To subpoena a member of the Trial Committee as a witness is not sufficient of itself to excuse or remove a member of the Trial Committee unless bias or prejudice is obvious. (Appeal No. 366) The bias or prejudice must be spoken into the trial record in order for the Grand Tribunal to consider the matter on appeal.*

Section 62.3. a) A Trial Committee member may resign from the Trial Committee by presenting a written resignation to the Worthy President. Approval of the Aerie is not required for resignation.

b) A member of the Trial Committee may be excused from service on any particular case for good cause only, and only by a vote of the Aerie. Only the accused, the accuser or the Trial

Committee member can make such request.

c) Whenever a vacancy properly occurs, the Worthy President shall fill said vacancy first from one of his designated alternates, if available, otherwise, from another Past Worthy President or 10 year Secretary (retired) of the Aerie, if available, otherwise, from any other member in good standing of the Aerie.

*(Section 62.3(a) describes a Trial Committee member completely resigning from the actual Trial Committee. Section 62.3(b) describes a member of the Trial Committee being excused from a particular trial without resigning from the Trial Committee.)*

## **SECTION (B) JUSTIFICATION FOR A TRIAL**

A trial for a member can be called for the following offenses:

- 1) Violation of the Rituals of the Order which we all swore to uphold when we were initiated.
- 2) Violation of the Laws described in the Constitution and Statutes and/or Local Aerie By-Laws.
- 3) Breaking the Local Aerie House Rules by conduct that is unbecoming that of a member and likely to bring disgrace upon the Eagles.
- 4) If a member is convicted by any court of our land of a felony conviction, which conviction is likely to bring disgrace on the Eagles.
- 5) If a member is connected to the Communist Party or any organization that wants to overthrow the government in the country where the Aerie is located. (Sect. 63.2)
- 6) Fraud, which is the unlawful intentional taking of property, money or funds for personal use or gain. This pertains to any officer, committeeman or member.

*The time limitation for filing charges on items (1) through (5) is within 90 days of the actual occurrence of the offense. There is no time limitation on item (6) for filing of charges.*

## **SECTION (C) FILING OF CHARGES**

**(Aerie Member vs. Aerie Member, Aerie Member vs. Aux. Member and vice-versa)**

Any member in good standing may file charges against another member, even if the person accused has resigned from the Eagles, as long as the offense occurred while the person being accused was still a member (Section 63.1).

The member filing the charges DOES NOT HAVE TO be present at the time the incident occurred to qualify as an Accuser. However, "the burden of proof is upon the Accuser from the filing of the Complaint until the Trial Committee retires for their decision." (Appeal No. 1720)

There is no requirement in the Statutes that the Accuser be present at the time of the incident in order to qualify as an Accuser. (Appeal No.891)

Charges must be delivered to and filed with the President (Presiding Officer) and the Trial

Committee Chairman. If the charges are against the President, then the charges go to the Vice President to be delivered to and filed with the Chairman of the Trial Committee. If the charges are against both the President and the Vice President, then the charges must be delivered to and filed with the next person who is eligible to preside over the Aerie (Jr. Past Worthy President or Presiding Officer) to be delivered to and filed with the Chairman of the Trial Committee (Section 63.1).

The charges must be **signed** and **verified** under the obligations of the Order by the Accuser and must describe the date and place and a reasonable description of what occurred to make the filing of a complaint necessary. The facts and circumstances must be in concise form and with reasonable certainty. (A recommended Complaint form can be found near the back pages of the Constitution and Statutes, on the Grand Aerie website and as an attachment to this document.) A member has 90 days to file a complaint after whatever it was that occurred prompting the complaint be filed, except, where charges involving fraud against the Aerie is involved. Then, there is no time limit on filing of fraud charges (Section 63.1)

### **(Auxiliary Member vs. Auxiliary Member)**

In the event of a Ladies Auxiliary Member(s) filing a formal Complaint such as the recommended Complaint form in the back of the Constitution and Statutes, against another Ladies Auxiliary Member(s), then, the Complaint should be delivered to and filed with the Madam President, who in turn delivers the Complaint to the Aerie President and the Trial Committee for processing and preparation for trial under the provisions of Sections 63.1 through 63.11 of the Statutes of the Fraternal Order of Eagles. The Ladies' Conciliation Committee would take no action in this matter, as mediation is part of the trial process.

All other informal complaints and disputes involving members of the Auxiliary should be handled in accordance to Section 20.5 of the Ladies Rules and Regulations, in hopes the Conciliation Committee can achieve resolution between the members of the Auxiliary. If resolution is not reached by the actions of the Conciliation Committee, then a formal Complaint may be delivered to and filed with the Madam President by the Accuser(s) for processing and preparation for trial per Section 63.1 of the Statutes.

While a member is serving a suspension from the Aerie, he/she is not "a member in good standing" and can not file charges against another member until he/she has completed his/her sentence.

A member who is under a sentence of suspension from the Aerie, is a non-member during the period thereof, and is only restored to all the rights and privileges of membership upon his/her reinstatement thereto, after expiration of the sentence of suspension. (Opinion No.109)

Anyone filing a complaint or being accused is allowed to participate in all stages of the trial. They can present their own witnesses in addition to those presented by the Prosecutor, Defense Counsel or Trial Committee. The Accuser or the Accused has the right to appeal (refer to Section G) what they believe to be a violation of the Constitution and Statutes, Trial Committee error in the handling of the trial, or an adverse decision therefrom. Where fraud is alleged in the Complaint, any member in good standing of the Aerie may file an appeal.

If the Accuser wishes to drop charges, the Accuser must submit a written request to the Trial Committee BEFORE judgment is reached by the Trial Committee. It is too late to drop charges after the decision has been formally announced by the Trial Committee.

*Should the Accuser(s) wish to drop the charges they have filed, a written request should be filed with the Trial Committee requesting that the charges be dismissed. This can be done only prior to adjudication. Once the Trial Committee has made its decision, the charges can no longer be dropped or dismissed as it has become the policy of the Aerie, rather than an individual, that the charges were necessary. (Opinion No. 585)*

### **SECTION (D) PREPARATIONS FOR TRIAL**

When the Chairman of the Trial Committee receives a Complaint, very soon thereafter the Chairman meets with the Trial Committee NOT to discuss the merits of the case, but to set a time, date and place for the trial. The Trial Committee has 15 days to send the ACCUSER and the ACCUSED notice of the time, date and place the trial is to be held, TOGETHER WITH a copy of the Complaint. The notice of trial and copy of the Complaint can be hand delivered or sent registered or certified mail, return receipt requested. The trial date must be set by the Trial Committee within a time frame of not LESS than 7 days and not MORE than 30 days from when the notice is received by the Accused. The actual mailing or hand delivering of these notices is the duty of the Trial Committee (Section 63.3). *Where the Laws of the Order require a trial to be heard at least seven (7) days after service of notice of the hearing on the offending member, such period of time may be computed by excluding the first and including the last day. (AP. 65)*

If the Accused party refuses to accept the notice when he/she is aware of its contents, or should have known, this does not invalidate the trial or the results of the trial. If possible, the Trial Committee so notes the date indicated on the Certified Mail receipt in the trial record. The trial proceeds.

*Refusal to accept the certified mail by the Accused when he knew or should have known of its contents does not invalidate the trial or results if the certified mail was initiated within the proper time. (Appeal No. 227)*

If an accused party believes the notice sent is not technically correct due to time limitations or wording or another reason, the accused party must appear at the trial and make objections on the trial record (refer to Section E, number 9). If the accused party fails to state the objections on the record, the appeal rights are waived.

*A member accused of an offense against the Laws of the Order who receives notice of the trial, even though the Complaint and the notice are defective, must appear and make a record of his (her) objections or his (her) objections are waived and will not be considered on appeal. (Appeal No. 845)*

Immediately after the Worthy President receives the filed Complaint, he appoints a mediator. The mediator must be a member of the Eagles, but not necessarily a member of the

Aerie in which the trial is being held. The mediator should try his best to settle the problem between the parties and keep the matter from going to trial, if possible. The mediator must fill out a Mediation Settlement Statement form for each mediation meeting. It is up to the mediator to bring the parties together for mediation. If either the Accuser or the Accused refuse to sign the Mediation Settlement Statement form, or signs it stating they do not want to mediate, then this is viewed as a failed mediation attempt and the trial would become necessary. Mediation Guidelines are included in our Constitution and Statutes under Section 63.3 and also in Appendix A at the back of the Statute book.

*It is the responsibility of the Accused to make an attempt to be present at the scheduled Mediation Meetings, or at least notify the Mediator that he/she will not be able to attend. (Appeal No. 936)*

The President appoints the Prosecutor, who may or may not be a member of the Local Aerie, however, the Prosecutor MUST be a member in good standing of the Fraternal Order of Eagles. (Section 63.4)

The Accuser and the Accused have a right to be present at all the Trial proceedings. The Accused can be represented by an attorney-at-law who need not be an Eagle member. Expenses incurred for an attorney are the responsibility of the Accused.

Trial proceedings before a Local Trial Committee should not be conducted in secret and behind closed doors, but should be open to all members in good standing until the case has been finally submitted to it, when it may retire into executive session to decide by secret ballot the guilt or innocence of the Accused. (Opinion No. 98)

The burden of proof is upon the Accuser from the filing of the Complaint until the Trial Committee retires for their decision. (Appeal No. 1720)

The Aerie Secretary prepares subpoenas and affixes the Aerie seal to them. It's up to the party requesting these subpoenas to make sure they're delivered to the witnesses.

The duties of the Secretary are to prepare subpoenas and place the Seal of the Aerie on them. It then becomes the duty of the party seeking the subpoena to serve them on the witness and the Trial Committee to enforce them. (Appeal No.753)

## **SECTION (E) SUGGESTED ACTUAL TRIAL PROCEDURES**

*Much of the material IN THIS SECTION was taken from a document composed by the Grand Justices involving trial procedure. Additions have been made for clarification and to make this document more user friendly.*

***IMPORTANT: A Trial Recorder must be appointed or the Aerie may use a tape recorder and/or a video recorder so that the recording can be transcribed, if appealed. The proceedings of the trial must be recorded by a stenographer, court reporter, or the Aerie Secretary. If an appeal is filed with the Grand Tribunal, a transcript in verbatim language plays a critical part in the appeal process.***

*If the Aerie's transcript is unclear and/or all speakers are not clearly identified, the Aerie runs the real risk of having the proceedings remanded for a re-trial. The only official record is the one authorized by the Aerie Secretary.*

*Although either party may make a tape recording of the proceedings at a trial, this right is limited to the extent that its use not be disruptive to the conduct of the trial. The official record, however, is the record authorized by the Aerie Secretary. (Opinion No. 767)*

*There is no "jury selection " or jurist's duties, as members of the Trial Committee serve in this capacity.*

*Any member of the Trial Committee is free to ask questions to clarify the record, and even to interrupt when the questioning goes beyond the scope of relevancy.*

*The fraternal system of justice does not permit the Trial Committee to hold pre-trial hearings, arraignments to determine if there is enough evidence to justify a trial, or to entertain motions of dismissal. A motion to dismiss by either party should be introduced when the Trial Committee convenes (see Sections 8 & 9 below).*

**The decision of the Trial Committee dismissing the charges without holding a hearing is a clear violation of the Laws of the Order. (Appeal No. 287)**

- 1) The Chairman Convenes the trial.**
  - A. The Chairman instructs the Aerie and Auxiliary Conductors to check members' cards (Aerie and Auxiliary). The trial is not to be a closed trial, members must be allowed to attend.**
  - B. Non-members who are not participating in the trial can not attend.**  
*"participating in" means the non-member must be a witness, part of or all of the defense counsel or an outside stenographer in order to attend the trial.*
  - C. The Chairman announces the Aerie name and number**
  - D. The Chairman states the date and time**
  - E. The Chairman announces that the trial will be either tape recorded, video recorded or transcribed by a stenographer, court reporter and/or the Aerie Secretary.**
  - F. The Chairman should caution all those participating in the trial to identify themselves when they speak and carry on only one conversation at a time for the sake of a clear record.**
- 2) The Chairman announces the names of the Trial Committee members and the name of the trial recorder.**
- 3) The Chairman reads the Complaint and states the names of the Accuser(s)**

and the Accused. The Chairman should repeat their names for clarity of the record.

- 4) The Chairman announces when and how the charges were delivered to the Accused and if a return receipt was received in compliance with Section 63.3, Statutes. The return receipt should be entered into evidence. (If the Complaint and notice of trial were hand delivered, a copy of the signature of the party acknowledging his or her receipt of the documents and the date received should be entered into evidence.)
- 5) The Chairman ascertains if both the Accuser and Accused are present at the trial.
- 6) The Chairman states the Prosecutor and Defense Counsel's names, if appropriate.
- 7) The Chairman reads the Mediation Statement received by the Trial Committee Chairman.
- 8) The Chairman asks if there are any challenges to any member of the Trial Committee from the Prosecution or Defense Counsel. If there are challenges, the Trial Committee will retire into Executive Session to decide on the challenges. If the Trial Committee composition falls below five (5) members, the trial must be postponed until the Worthy President, in a timely manner, appoints such replacements as to insure the Trial Committee is made up of no less than five (5) members to conduct the trial. (A new Notice of Trial must be served on all parties at not less than seven (7) days after the date of service of the notice, nor more than thirty (30) days after service of the notice.)
- 9) The Chairman asks if there are any motions or challenges from the Prosecutor or Defense Counsel ( i.e. Motion to sequester witnesses, Motion to Dismiss, or any challenges or any issues alleged to be in violation of the Constitution and Statutes). If so, the Trial Committee will retire into Executive Session to rule on the challenges and/or motions.
- 10) The Chairman asks for opening statements. The Prosecution is the first to present an opening statement, followed by the Defense. These statements are intended to advise the Trial Committee of the alleged facts relied upon and the alleged issues involved, and to give the Trial Committee a general picture of the alleged facts and the alleged situations so the Committee will be better able to understand the evidence about to be presented. Statements made at this time are not to be relied upon as evidence.

*All witnesses must be sworn in before testifying. All witnesses shall identify themselves before giving their testimony. All witnesses shall also be asked by the Trial Committee Chairman if they were approached at any time and asked to alter their testimony.*

*Upon completion of any witness's testimony, the Trial Committee Chairman asks members of the Trial Committee if they have additional questions from the witness.*

- 11) The Chairman then instructs the prosecution to present its evidence. At this time, the Prosecutor calls the witnesses it has determined will best support the Prosecution's position and presents such evidence it has to support its conclusions. The questions asked the witnesses at this time are called "direct examination." Upon conclusion of direct examination, the Defense Counsel may address the witness with "cross-examination" in the hopes of negating the credibility of the prosecution's witness testimony. Following cross-examination, the Prosecution is then given the opportunity of repairing any perceived damage through "redirect-examination." After the prosecution has completed calling its witnesses and presentation of evidence, it so indicates to the Trial Committee Chairman that "the Prosecution rests" or words to that effect.**
  
- 12) The Chairman then instructs the defense for the Accused to present its evidence. At this time, the defendant's counsel calls the witnesses it has determined will best support the defense's position and presents such evidence it has to support its conclusions. The questions put to the witnesses by the defense at this time are also referred to as "direct examination." Upon conclusion of direct examination, the Prosecution may address the witness to cross-examination. Following this cross-examination, the defense has the option of repairing any perceived damage through "redirect examination." When the defense has completed calling its witnesses and presentation of evidence, it so indicates to the Trial Committee Chairman that "the Defense rests" or words to that effect.**
  
- 13) The Chairman asks for closing statements by the Prosecution.**  
*(The Prosecution, at this time, should make known all facts of the Trial which might persuade the Trial Committee to adopt its view of the Trial; such as, Accused's recurrent Trustee suspensions or actions establishing a negative pattern of behavior.)*
  
- 14) The Chairman asks for closing statements by the Defense Counsel.**  
*(During the closing statements, the Defense Counsel may make the Accused's past record of performance in the Aerie known to the Trial Committee, in addition to persuading the Trial Committee to adopt its view of the Trial.)*

*The purpose of the summation or closing arguments is to provide each of the adversaries in the trial with an opportunity to persuade the Trial Committee to adopt their view.*

## **SECTION (F) EXECUTIVE SESSION OF THE TRIAL COMMITTEE**

Immediately after all the steps in Section E (*suggested actual trial procedure*), have been completed, the Trial Committee goes into Executive Session (private meeting) and decides the guilt or innocence of the Accused by a secret ballot, and if found guilty, fixes the penalty. It

takes at least three (3) votes of the Trial Committee to find the Accused guilty. It also takes at least three (3) votes to fix the penalty of the Accused. (Section 63.6)

The Trial Committee determines not only the guilt or innocence of the Accused, but also fixes the penalty in the event of a finding of guilty subject to the limitations prescribed in the Statutes. It would be proper, after the Accused's guilt is adjudged, to consider the Accused's past record of performance in the Aerie in determining the appropriate penalty. (Appeal No.432)

The Trial Committee shall have the power to impose the following penalties under the provisions of Sect. 63.7:

- a. A suspension from the Social Rooms and all social functions of the Aerie and Auxiliary **or a suspension from membership in the Aerie or Auxiliary** for a specified period of time not to exceed six (6) months, **and/or**
- b. Removal from office. Any officer so removed shall not be **eligible** to run for or be appointed to office **in any Local Aerie or Auxiliary** until three (3) regular elections have been held.
- c. Expulsion from the Order.

The Trial Committee must read their decision into the record immediately following the Executive Session at the conclusion of the trial. The Trial Committee must immediately notify the Accuser, the Accused and the Aerie Secretary of the Trial Committee decision. A copy of the judgment of innocence or guilt and the sentence, if any, shall be effective immediately and served upon the Accuser and the Accused by certified mail after the conclusion of the trial. The Judgment and Sentence shall be reported to, and entered into the minutes of the Aerie at the first regular Aerie meeting after the conclusion of the trial. The written report of the Judgment by the Trial Committee to the Aerie Secretary shall constitute the filing of the Trial Committee Decision and Judgment. (Section 63.6)

## **SECTION (G) APPEALS**

**Any appeal to an Aerie trial must be filed within 30 days of the Trial Committee decision. (A recommended form for an appeal is found in the back pages of our Constitution and Statutes). The appeal must state the decision from which the appeal was taken, include a copy of the Complaint, the Trial Committee decision and penalty, and specify any procedural and trial errors alleged to have been committed. All this information must be mailed to the Secretary of the Grand Tribunal's office. The Aerie Secretary will be notified by the Grand Tribunal in writing that an appeal has been filed. (Sect. 64.1)**

**The Local Aerie is not responsible for attorney's fees or other costs charged the Accused or the Appellant. However, the Aerie IS responsible for costs of a court reporter and transcript costs.**

**In such cases where an Aerie member files charges against an Auxiliary member and vice versa, the expense of the Trial shall be borne equally by the Aerie and Auxiliary. (Sect. 63.1)**

**The Accuser(s) and/or the Accused ONLY may appeal a Trial Committee decision. However, in the case of fraud being involved, any member in good standing of the Local Aerie may file an appeal.**

**The reason for filing the appeal is up to the person filing the appeal. The Grand Tribunal can not "create reasons" for an appeal.**

*"It is critical that the Notice of Appeal state not only grounds for Appeal under the technical aspects of the Statutes but that the Accused must dispute the factual allegation of the Complaint.*

*An accused cannot file an Appeal under Section 64 and expect the Grand Tribunal Justices to create grounds for the Appeal.*

*The burden of stating grounds for Appeal is upon the person appealing " (Appeal No. 1681)*

**In any appeal made to the Grand Tribunal, any and all appeal points must be contained in the record during the Local Aerie Trial in order for such appeal points to be considered by the Grand Tribunal.**

**When the Aerie Secretary receives notification from the Grand Tribunal that an appeal has been filed, he/she must prepare a copy of all the proceedings and minutes of the case in verbatim language.**

*It is critical that the Trial Transcript be a true copy, verbatim (word for word) of the Trial proceedings with each speaker clearly identified. If the Grand Tribunal, upon appeal, can not make sense of the Trial transcript, the Grand Tribunal has the authority to remand the entire proceedings back to the Local Aerie for retrial.*

**When the transcript is ready, the Local Aerie Secretary must immediately notify by certified or registered mail all parties of the time and place to inspect the transcript before it is forwarded to the Grand Tribunal. Such arranged time must be not less than 5 days, nor more than 10 days after the Secretary's notice notification.**

**If the Accused or Accuser believes there are corrections to the transcript that should be included with the records to go to the Grand Tribunal, either or both may submit a sworn affidavit to the Aerie Secretary within 5 days of inspecting the records.**

**An Appellant may receive a copy of the transcript from the Local Aerie Secretary if the Appellant pays for the actual cost of making a copy of the transcript.**

**The Aerie Secretary has 15 days to certify and send by regular mail, a copy of all the proceedings and minutes of the trial including a copy of the Complaint and the Trial Committee decision and penalty. The Grand Tribunal may order further records in connection with the appeal if deemed necessary. (Section 64.2)**

**The Grand Tribunal has set a goal of a 5-day turn around once all the required information and documents are submitted to the Grand Tribunal office from the Local Aerie Secretary.**

**The decision of the Grand Tribunal is final. (Section 64.3)**

**RECOMMENDED FORM  
COMPLAINT (Section 63.1)**

The names of the Accuser(s) and Accused must be their given names and the same on all forms. (Complaint, Subpoena, Trial Committee Decision, Notice of Appeal and Settlement Statement.) All documents filed with the Grand Tribunal must be on 8 1/2" x 11" paper.

BEFORE THE TRIAL COMMITTEE OF \_\_\_\_\_ AERIE NO. \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_ FRATERNAL ORDER OF EAGLES.  
(City) (State)

\_\_\_\_\_,  
Accuser(s)

vs.

**COMPLAINT**

\_\_\_\_\_,  
Accused.

For Complaint against the above-named Accused, the Accuser states and alleges:

I

That the Accuser is a member in good standing of \_\_\_\_\_ Aerie/Aux. No. \_\_\_\_\_,  
F.O.E., residing at \_\_\_\_\_;  
that he makes the Complaint alleged under the obligation of the Order.

II

That \_\_\_\_\_, the Accused is a member of \_\_\_\_\_ Aerie/Aux.  
No. \_\_\_\_\_, F.O.E., residing at \_\_\_\_\_.

III

That the said \_\_\_\_\_, Accused, did on or about the \_\_\_\_\_ day of  
\_\_\_\_\_, 20 \_\_\_\_, in the City of \_\_\_\_\_, State of \_\_\_\_\_,  
commit an act made an offense by the Laws of the Order, to-wit: (State which of the specific  
offenses listed in Section 63.2 of the Statutes the Accused committed.)

\_\_\_\_\_  
\_\_\_\_\_  
That the particulars of said offense so committed by the Accused were as follows: (State all the  
facts, circumstances, and particulars of the offense in concise form, but with reasonable certainty so as to  
fully apprise the Accused of the nature of the offense of which he is charged. Continue on reverse side if  
needed.)

\_\_\_\_\_  
WHEREFORE, the Accuser prays that the said Accused be tried and dealt with for said  
offense(s) as provided by the Laws of the Order.

DATED \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Accuser's signature required here)

**VERIFICATION:** I, \_\_\_\_\_, the Accuser above-named, under the  
obligation of the Order, say that I have read the foregoing Complaint, know the contents thereof,  
and swear that the matters and things therein set forth are true according to my information and  
belief.

\_\_\_\_\_  
(Accuser's signature required here)