



# STATE OF ILLINOIS Human Rights Commission

## Filing Procedures

You can file documents with the Commission by email, mail, personal delivery, or fax. The [Commission's Procedural Rules](#) require that you file each document with a certificate of service so that the Commission has proof of how and when you gave a copy of the document to the other parties in your case. For your convenience, the Commission's website contains a [fillable "Certificate of Service" form](#).

- **Email** documents as PDF files to [HRC.News@illinois.gov](mailto:HRC.News@illinois.gov). See the Electronic Filing Checklist on the next page for instructions on successfully filing by email.
- **Mail** documents to the Commission's offices in Chicago or Springfield.

For cases assigned to a Commission panel or cases assigned to an administrative law judge in the Chicago office

Mail to:  
Illinois Human Rights Commission  
Michael J. Bilandic Building  
160 N. LaSalle Street, Suite N-1000  
Chicago, IL 60601

For cases assigned to an administrative law judge in the Springfield office

Mail to:  
Illinois Human Rights Commission  
Jefferson Terrace  
300 W. Jefferson Street, Suite 108  
Springfield, IL 62702

The filing date for a mailed document is the date shown on the certificate of service that you must include with the document. If you mail a document without a certificate of service, the filing date is the postmark date.

- **Personally deliver** documents to the Commission's offices in Chicago or Springfield. The offices are open from 8:30 a.m. to 5:00 p.m. on Monday through Friday, excluding [State holidays](#).
- **Fax** documents to (312) 814-6517.

Go to the ["Rules, Forms, & Filing Procedures" page](#) and ["Glossary of Terms Used in Commission Proceedings" page](#) of the Commission's website for more information on practicing before the Commission.

# Electronic Filing Checklist

You can file all documents with the Commission by email to [HRC.News@illinois.gov](mailto:HRC.News@illinois.gov). This checklist provides requirements for successfully filing by email.



## Document Format:

- Prepare the document on 8 ½” by 11” paper.
- Make sure the document is clearly handwritten or typed.
- Use at least 12-point font.
- Write the case caption at the top of the document. The case caption includes the names of the parties and their status (complainant or respondent), the charge number, the ALS number, and the name of the document.
- Sign and date each document.
- Convert the document to a PDF file. **Do not** file documents as pictures or in any other file types (for example, .doc, .docx, .txt, .jpeg, or .png).



## Attachment:

- Include only one “lead” document in each PDF file. A lead document is an appearance, pleading, motion, brief, memorandum of law, or other document filed in a case **AND** the exhibits associated with the lead document. **Do not** combine two or more lead documents into one PDF file.
- Include a [certificate of service](#) with your lead document.



## Email:

- Use separate emails for each lead document that you want to file in a case.
- Write your name, address, telephone number, and the name of the lead document that you are attaching in the body of the email. **Do not** write any comments, questions, or other messages in the body.
- Write the case name and ALS number in the subject line of the email if you are filing a document in an existing case. Write “New Case” and the charge number in the subject line if you are filing a complaint to start a case. See the pictures on the next page for examples on correctly preparing an email for filing.

## Filing a Document in an Existing Case by Email

Gibson v. Acme Company - ALS No: 22-0556 - Message (HTML)

File Message Insert Options Format Text Review Help Acrobat Tell me what you want to do

Clipboard Paste Basic Text Names Include Attach File via Link Tags Dictate Sensitivity Editor Immersive Reader New Meeting Poll Viva Insights View Templates

Send From steven.perry@bakerperry.com To HRC.News@illinois.gov Cc Bcc Subject Gibson v. Acme Company - ALS No: 22-0556

Resp Motion for Summary Decision ALS 22-0556.pdf 83 KB Certificate of Service - Resp Motion for Summary Decision ALS 22-0556.pdf 79 KB

Send as Adobe Document Cloud link Yes No

Attached please find the respondent's Motion for Summary Decision.

Steven Perry  
Baker & Perry Law Firm  
84629 N. Evergreen Rd.  
Aurora, IL 60753  
(630) 555-1738

## Filing a Complaint to Start Your Case by Email

New Case Filing - Charge No: 2021CF2101 - Message (HTML)

File Message Insert Options Format Text Review Help Acrobat Tell me what you want to do

Clipboard Paste Basic Text Names Include Attach File via Link Tags Dictate Sensitivity Editor Immersive Reader New Meeting Poll Viva Insights View Templates

Send From mgibson77@yahoo.com To HRC.News@illinois.gov Cc Bcc Subject New Case Filing - Charge No: 2021CF2101

Gibson - Complaint of Civil Rights Violation Charge No 2021CF2101 .pdf 83 KB Certificate of Service - Complaint of Civil Rights Violation Charge No 2021CF2101.pdf 79 KB

Send as Adobe Document Cloud link Yes No

Attached please find a Complaint of Civil Rights Violation.

Melody Gibson  
53457 W. Spencer St.  
Niles, IL 60047  
(464) 555-1520