

STATE OF ILLINOIS Human Rights Commission

Filing Procedures

You can file documents with the Commission by email, mail, personal delivery, or fax. The <u>Commission's Procedural Rules</u> 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 <u>fillable "Certificate of Service" form</u>.

- **Email** documents as PDF files to https://example.com/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.

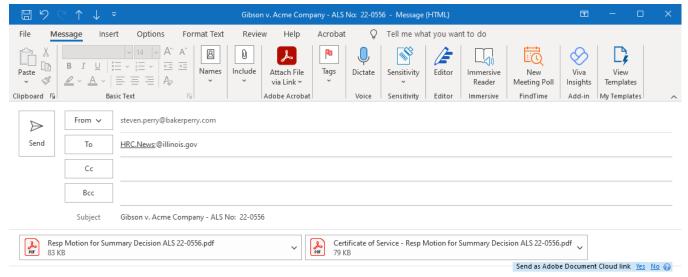
Go to the <u>"Rules, Forms, & Filing Procedures" page [2]</u> and <u>"Glossary of Terms Used in Commission Proceedings"</u> page [2] of the Commission's website for more information on practicing before the Commission.

Electronic Filing Checklist

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

	Do	ocument 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).	
رآ)	At	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 <u>AND</u> the exhibits associated with the lead document. <u>Do not</u> combine two or more lead documents into one PDF file.	
		Include a <u>certificate of service 位</u> with your lead document.	
	En	nail:	
		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.	

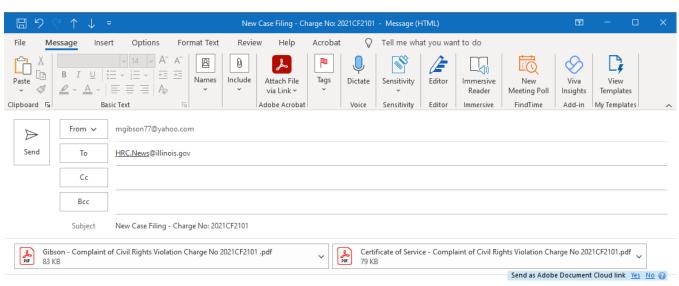
Filing a Document in an Existing Case by Email



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



Attached please find a Complaint of Civil Rights Violation.

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