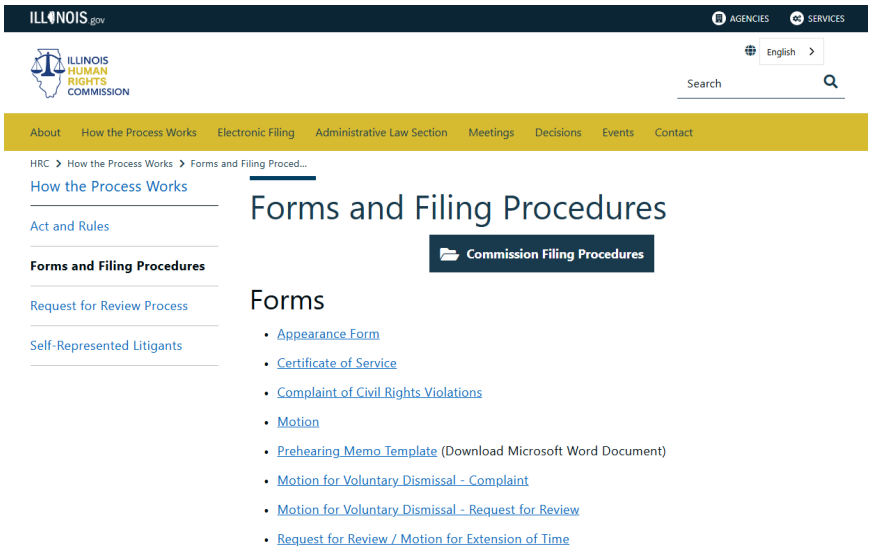
STATE OF ILLINOIS
Human Rights Commission

Electronic Filing Instructions

1. Get your document ready.

Complete the document or form that you want to file before you start e-filing. Fillable forms for common filings are available at hrc.illinois.gov/process/forms.

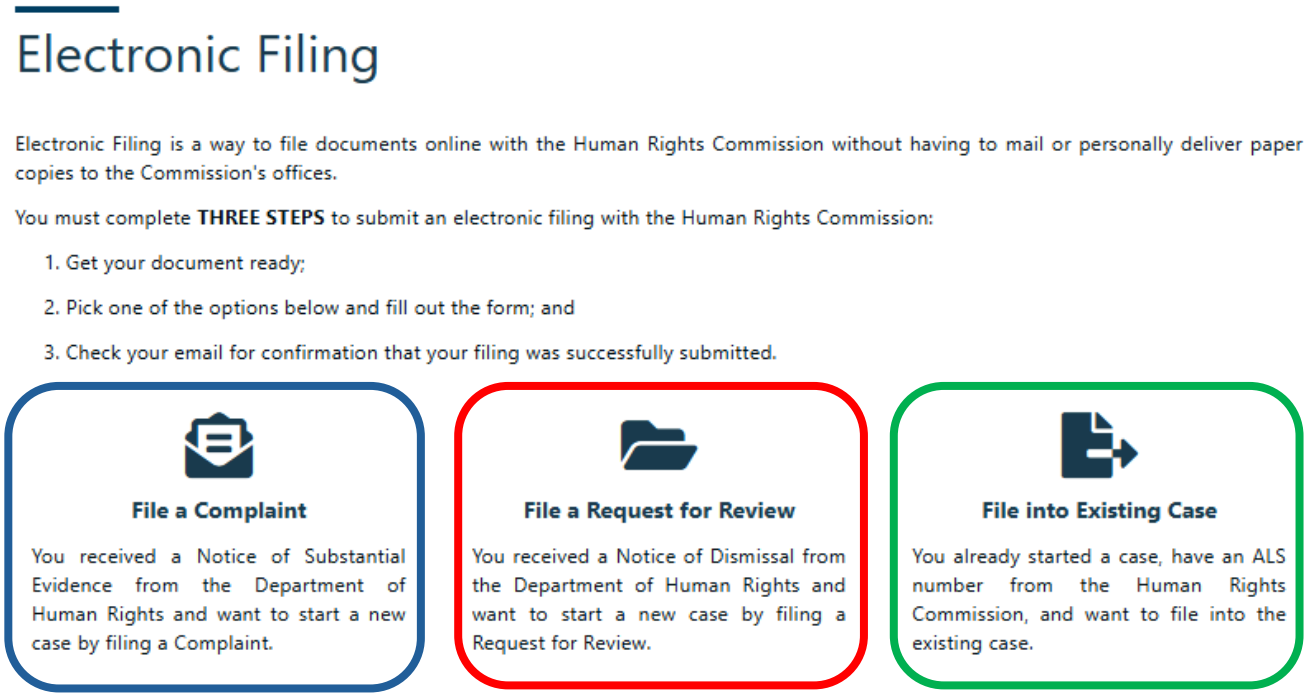
- Make sure the document is clearly handwritten or typed.
- Sign and date each document.
- Remove personal information such as social security numbers, driver's license numbers, bank account numbers, and debit or credit card numbers. All documents filed with the Commission are subject to the **Freedom of Information Act**.
- Save each document as a separate PDF file. You can create a PDF file by using an online tool like **Free PDF Converter** or choosing the "Save as PDF" option on your computer or mobile device. If you fill out the document by hand, scan it and save it as a PDF file using a mobile app like **Adobe Scan** or **CamScanner**.
- **Do not** start the file name with a dot (.) or use any of the following characters: ' [ ] \ / : * ? " < > | ; % $.
- Keep each PDF file under 35 megabytes.



(VER. 11/13/2026)

2. Pick an option and fill out the form.

Select the option that matches your situation.



Electronic Filing

Electronic Filing is a way to file documents online with the Human Rights Commission without having to mail or personally deliver paper copies to the Commission's offices.

You must complete **THREE STEPS** to submit an electronic filing with the Human Rights Commission:

1. Get your document ready;
2. Pick one of the options below and fill out the form; and
3. Check your email for confirmation that your filing was successfully submitted.

File a Complaint

You received a Notice of Substantial Evidence from the Department of Human Rights and want to start a new case by filing a Complaint.

File a Request for Review

You received a Notice of Dismissal from the Department of Human Rights and want to start a new case by filing a Request for Review.

File into Existing Case

You already started a case, have an ALS number from the Human Rights Commission, and want to file into the existing case.

Option	Use This Option If...
Option A – File a Complaint	You received a Notice of Substantial Evidence and want to start a new case.
Option B – File a Request for Review	You received a Notice of Dismissal and want to request a review or more time to file your request.
Option C – File into Existing Case	You already have a case with an ALS number and want to file additional documents.

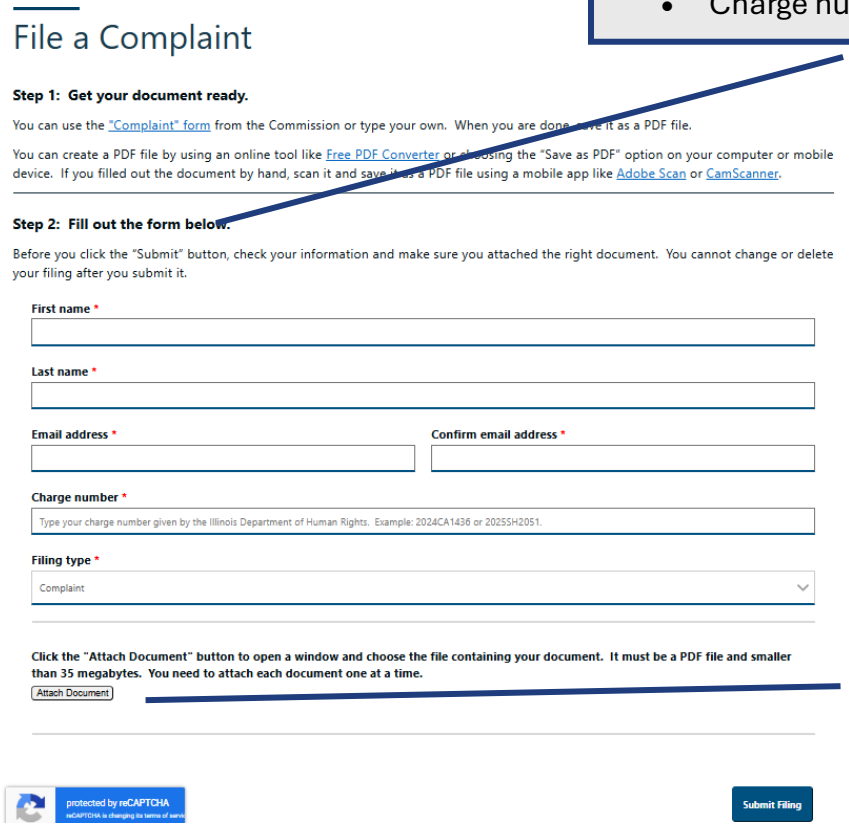
Option A – File a Complaint

Complete the Form

A red asterisk (*) means you must fill out the field before you can submit your filing.

Enter your:

- First name
- Last name
- Email address
- Charge number



File a Complaint

Step 1: Get your document ready.

You can use the "Complaint" form from the Commission or type your own. When you are done, save it as a PDF file.

You can create a PDF file by using an online tool like Free PDF Converter or choosing the "Save as PDF" option on your computer or mobile device. If you filled out the document by hand, scan it and save it as a PDF file using a mobile app like Adobe Scan or CamScanner.

Step 2: Fill out the form below.

Before you click the "Submit" button, check your information and make sure you attached the right document. You cannot change or delete your filing after you submit it.

First name *

Last name *

Email address *

Confirm email address *

Charge number *

Type your charge number given by the Illinois Department of Human Rights. Example: 2024CA1436 or 2025SH2051.

Filing type *

Complaint

Click the "Attach Document" button to open a window and choose the file containing your document. It must be a PDF file and smaller than 35 megabytes. You need to attach each document one at a time.

Attach Document

protected by reCAPTCHA

Submit Filing

Attach Documents

- Include your Complaint and a copy of your Charge from the Department of Human Rights.

Submit Filing

Once the PDF files are attached, click the **"Submit Filing"** button.

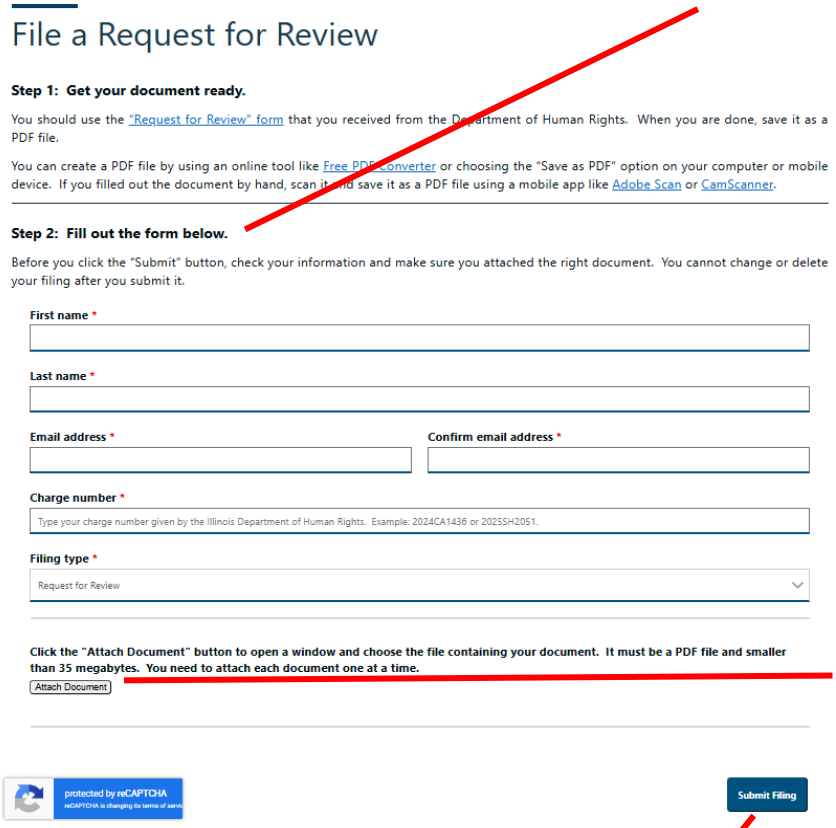
Option B – File a Request for Review

Complete the Form

A red asterisk (*) means you must fill out the field before you can submit your filing.

Enter your:

- First name
- Last name
- Email address
- Charge number



Each Request for Review must be filed separately. Complete a new form if you need to submit more than one Request for Review.

Attach Documents

- Include the two-page "Request for Review" form that you received from the Department of Human Rights.
- Include any materials or evidence that support your request. The form and any extra pages must not be longer than 45 pages.

Submit Filing

Once the PDF files are attached, click the **"Submit Filing"** button.

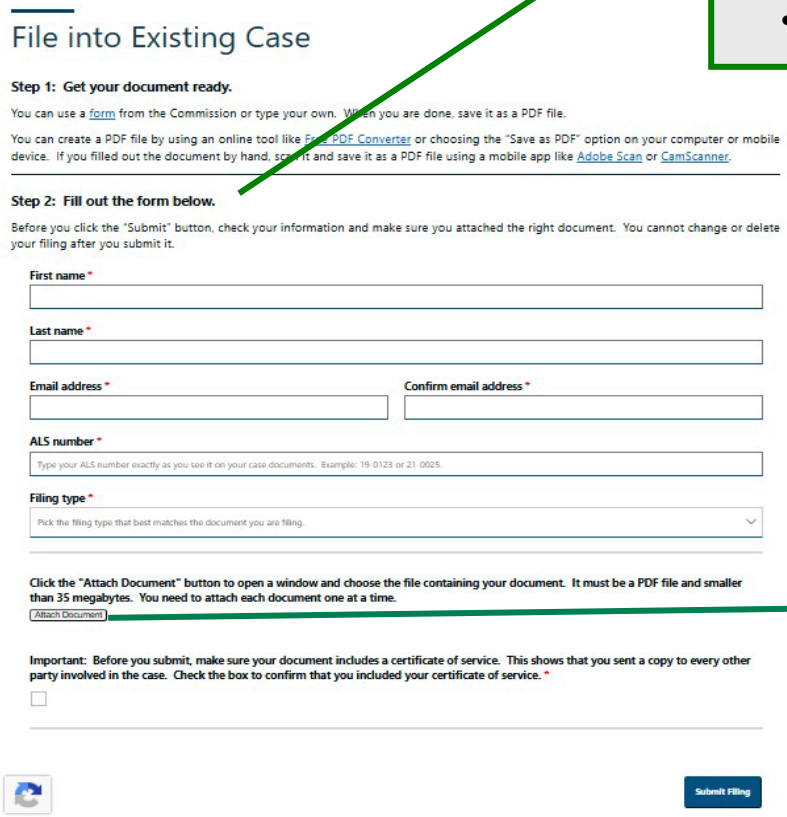
Option C – File into Existing Case

Complete the Form

A red asterisk (*) means you must fill out the field before you can submit your filing.

Enter your:

- First name
- Last name
- Email address
- ALS number
- Filing type



File into Existing Case

Step 1: Get your document ready.

You can use a form from the Commission or type your own. When you are done, save it as a PDF file.

You can create a PDF file by using an online tool like Free PDF Converter or choosing the "Save as PDF" option on your computer or mobile device. If you filled out the document by hand, scan it and save it as a PDF file using a mobile app like Adobe Scan or CamScanner.

Step 2: Fill out the form below.

Before you click the "Submit" button, check your information and make sure you attached the right document. You cannot change or delete your filing after you submit it.

First name *

Last name *

Email address * Confirm email address *

ALS number *

Type your ALS number exactly as you see it on your case documents. Example: 19-0123 or 21-0025.

Filing type *

Pick the filing type that best matches the document you are filing.

Click the "Attach Document" button to open a window and choose the file containing your document. It must be a PDF file and smaller than 35 megabytes. You need to attach each document one at a time.

Attach Document

Important: Before you submit, make sure your document includes a certificate of service. This shows that you sent a copy to every other party involved in the case. Check the box to confirm that you included your certificate of service. *

Submit Filing

ℹ Filing type refers to the title or description of the document you are filing. Complete a new form if you need to submit more than one filing type in a case.

Attach Documents

- Make sure the document matches the filing type you selected.
- **Include a certificate of service.**

Submit Filing

Once the PDF files are attached, click the **"Submit Filing"** button.

3. Check your email and confirm successful filing.

Look for a confirmation email from HRC.FilingNoReply@illinois.gov.

Filing Submitted

Step 3: Check your email.

You should receive an email confirming that your filing was successful. The email will come from HRC.FilingNoReply@illinois.gov. If you do not see it in your inbox, please check your junk or spam folder.



You should receive the email within a few minutes. Check your spam or junk folders if you do not see a confirmation email from HRC.FilingNoReply@illinois.gov.

STATE OF ILLINOIS

Human Rights Commission

Filing Submitted

Your filing was successfully submitted.

Confirmation email

Filing Details	
Filing type:	Request for Review
Submitted on:	11/10/2026 8:50 AM
Document details:	22-123 Sample Filing 2_FS.pdf 22-123 Sample Filing_FS.pdf

This is an automated message – Please Do Not Reply
If you need to contact the Commission, please email HRC.Info@illinois.gov. You also can call the Commission in Chicago at (312) 814-6269 or in Springfield at (217) 785-4350.

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Open the documents attached to the email and make sure the Commission's electronic file stamp appears in the upper-right corner of each document.

STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION

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HUMAN RIGHT COMMISSION

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