STATE OF ILLINOIS
Human Rights Commission

Filing Procedures

You can electronically file documents with the Commission (preferred) or file documents by mail or personal delivery. 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.

- **Electronically File** documents as PDF files on the Commission's website at hrc.illinois.gov/electronicfiling.

- **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.

Go to the "Act and Rules" page and "Glossary of Terms Used in Commission Proceedings" page of the Commission's website for more information on practicing before the Commission.