



STATE OF ILLINOIS

Human Rights Commission

Filing Procedures (Updated December 2022)

The Commission continues to serve the residents of the State of Illinois as follows:

All documents and pleadings required by the Illinois Human Rights Act or the Commission Procedural Rules may be filed and served via personal delivery, mail, fax, or email. Commission Procedural Rule Sections 5300.30(a), 5300.40(a).

Filing by Email: All documents filed electronically must be in PDF format and sent to HRC.News@illinois.gov.

Filing by Mail: An item properly received by mail shall be deemed to have been filed on the date specified in the applicable proof of mailing. Proof of mailing shall be made by filing with the Commission a certificate of the attorney, or the affidavit of a person who is not an attorney, stating the date and place of mailing and the fact that proper postage was prepaid. The certificate or affidavit shall be filed with the Commission at the same time the item to which it refers is filed.

If the certificate or affidavit does not accompany an item filed by mail, an item received by mail shall be deemed to have been filed when postmarked, properly addressed, and posted for delivery. Commission Procedural Rule Section 5300.40(a). Service by mail shall be deemed complete four (4) days after the document is mailed, properly addressed, and posted for delivery to the person to be served. Commission Procedural Rule Section 5300.30(c).

Questions: Please contact the Commission by phone at (312) 814-6269 or email at HRC.News@illinois.gov