



**STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
ADMINISTRATIVE LAW SECTION**

)
)
)

**Interim Standing Order Governing Courtesy Copies
and
Service on the
Illinois Department of Human Rights**

No Need for Courtesy Copies

Attorneys and *pro se* litigants who file pleadings in cases before the Administrative Law Section of the Illinois Human Rights Commission should ***refrain*** from delivering multiple copies (or courtesy copies) of their pleadings to the Commission.

When filing a pleading by mail or in person, please submit one (1) original of your pleading to the offices of the Commission. Additional copies (or courtesy copies for our administrative law judges) should not be delivered.

When filing a pleading electronically, please do not submit or deliver corresponding paper copies of the same pleading to the offices of the Commission.

A scanned copy of any document filed with the Commission will be provided to the assigned administrative law judge in your case. Litigants who file pleadings electronically will subsequently receive file-stamped copies of their submissions via e-mail in response. File-stamped copies of any pleadings in your case are available from the Commission upon request.

Serving the Illinois Department of Human Rights

Attorneys and *pro se* litigants are advised that a significant number of pleadings filed in cases before the Administrative Law Section of the Illinois Human Rights Commission must *also* be served on the Illinois Department of Human Rights to be properly brought before the assigned administrative law judge.

Pursuant to Sections 5300.640(b), 650(a), 730(a)(3), 750(b)(4), and 780 of the Commission's procedural rules, *see* 56 Ill. Admin. Code § 5300.010 *et seq.*, the following pleadings must be served on all parties and the Illinois Department of Human Rights, with proof of service filed with the Commission:

- 1) Answers (and Supplemental Answers)
- 2) Motions to Dismiss
- 3) Responses and Replies to Motions to Dismiss
- 4) Motions to Amend Pleadings
- 5) Amended Pleadings
- 6) Motions to Compel Commission or Department Employees to Testify
- 7) Motions for Summary Decision
- 8) Responses and Replies to Motions for Summary Decision

Service on the Illinois Department of Human Rights may be accomplished by delivering a copy of your pleading (either electronically or physically) to the Department at the following address:

Illinois Department of Human Rights
ATTN: Chief Legal Counsel
555 West Monroe, 7th Floor
Chicago, IL 60661
IDHR.CDU@illinois.gov
IDHR.Legal@illinois.gov

ILLINOIS HUMAN RIGHTS COMMISSION



BY:

A handwritten signature in black ink, appearing to read "B. Weintal", written over a horizontal line.

BRIAN WEINTHAL
CHIEF ADMINISTRATIVE LAW JUDGE
ADMINISTRATIVE LAW SECTION