



ILLINOIS HUMAN RIGHTS COMMISSION

REQUEST FOR REVIEW

Request for Review deadline date is **90** days after receipt of **Notice of Dismissal** or **30** days after receipt of **Notice of Default**. If the last day falls on a Saturday, Sunday or on a legal state holiday, in which case the **90th** or **30th** day shall be the day after the weekend date (dates) or legal state holiday. DVD submissions and any other electronic media, such as audio or video recordings (except as herein specified), in support of a request are not acceptable and will be returned to sender. Static, non-mobile images in support of a request may be submitted on CD.

File the original and 3 copies of the **entire request**, dated, signed and delivered (or postmarked) by the deadline filing date at:

Illinois Human Rights Commission
Michael A. Bilandic Building
160 North LaSalle Street, Suite N-1000
Chicago, IL 60601.

The Request for Review, argument and supporting materials shall not exceed **45** pages. **Double sided pages will count as two pages. The HRC will not accept any additional argument or exhibits once a Request for Review is filed with the HRC.** The requesting party should ensure at the time of filing that they have presented all argument and exhibits they would like the HRC to review.

Notice of the Request for Review will be sent to the Department of Human Rights (DHR) and to the Respondent identified in the Charge. In instances of default, Notice will be sent to the opposing party. **The Department shall be the respondent and the requesting party will be the petitioner. The respondent on the original charge, in the case of dismissal, or the complainant, in the case of default, may also file a response to the request for review.**

The DHR has **30** days from the date of Service by the HRC of the Notice of Filing Request, in which to file a Response with the HRC, serving a copy on the Requesting Party at the same time. If the DHR opposes the Request, its Response shall consist of the following:

- a copy of the Charge including amendments
- DHR's investigation report
- results of additional DHR investigation, if any
- a statement of the DHR's position, including proposed findings to support dismissal.

If the DHR does not oppose the relief being sought in the Request, its Response may consist only of a statement of its position.

The Requesting Party has **15** days from the date of service of the DHR's Response, to file a Reply to the Response with the HRC, with a copy to the DHR at the same time. The respondent on the original charge, in the case of dismissal, or the complainant, in the case of default, may also file a response to the request for review within **15** days from the date of service of the DHR's Response.

The respondent on the charge, in case of dismissal, or the complainant, in the case of default, may file a Response to the Request for Review within fifteen (15) days of receipt of the Department's Response to the Request for Review. The Response shall be filed with the Commission, serving a copy at the same time on the party filing the request and the Department. The Response shall not exceed 30 pages.

A three-member Panel of the HRC will review the Request and if it agrees with the DHR it shall enter an order stating its findings and reasons. In instances of default the HRC shall refer the matter to a HRC Administrative Law Judge for a hearing to determine damages. Should the HRC panel find in favor of the Requesting Party it shall order that the dismissal or default entered by the DHR be vacated, and where appropriate remanded (sent back) to the DHR for action consistent with the vacate order.

If the DHR's Response indicates it is unopposed to the relief sought by the Requesting Party in its Request, the Executive Director of the HRC shall enter an order vacating the dismissal or default.

If the Dismissal is affirmed the matter may be appealed to the Appellate Court by filing an appeal with the Clerk of the Appellate Court within **35** days after the date of service of this Order.

A party's timely request for review or timely reply to the Department's response pursuant to this subsection may seek additional time to file argument and material in support. One thirty **30** day extension will be allowed through the issuance of an Executive Director order.