

SAMPLE VERIFIED RESPONSE FOR HOUSING CHARGES
STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

IN THE MATTER OF:)	
)	
(Name))	
)	
COMPLAINANT(S),)	CHARGE NO.
)	AND) HUD NO.
)	
(Name))	
)	
RESPONDENT(S).)	

NOW COMES the Respondent(s) (list each Respondent responding), _____
 _____, and responds to the Charge of Discrimination filed against it (them) by
 the Complainant(s) _____, as follows:

1. With regard to Paragraph 5 (Address and location of the property in question (or if no property is involved) the city and state where the discrimination occurred):
 Respondent(s) admits that...Respondent(s) denies that...Respondent(s) admits/denies all the allegations in Paragraph Seven (5) of the instant charge...Respondent(s) lacks sufficient knowledge to answer and demands a more definite statement from Complainant(s) that...Respondent(s) denies that it discriminated against Complainant(s).

2. With regard to Paragraph 7 (The following is a brief and concise statement of the facts regarding the alleged violation):
 Respondent(s) admits that...Respondent(s) denies that...Respondent(s) admits/denies all the allegations in Paragraph Seven (7) of the instant charge...Respondent(s) lacks sufficient knowledge to answer and demands a more definite statement from Complainant(s) that...Respondent(s) denies that it discriminated against Complainant(s).

3. With regard to Paragraph 9 (Types of Federal funds identified):
 Respondent(s) admits that...Respondent(s) denies that...Respondent(s) admits/denies all the allegations in Paragraph Seven (9) of the instant charge...Respondent(s) lacks sufficient knowledge to answer and demands a more definite statement from Complainant(s) that...Respondent(s) denies that it discriminated against Complainant(s).

WHEREFORE, Respondent(s) requests that the Charge be dismissed in its entirety.

Respectfully submitted,
 (Respondent(s))

By: _____
 (Name/Title)

Now you must verify your responses and provide certification as indicated on page 2:

SAMPLE OF VERIFICATION STATEMENT

Under penalties as provided by law pursuant to Section 1-109 of the Code of Civil Procedure [735 ILCS 5/1-109], the undersigned certifies that the statements set forth in this instrument are true and correct, except as to matters therein stated to be on information and belief and as to such matters the undersigned certifies as aforesaid that he or she verily believes the same to be true.

(Signature) _____
(Date)

(Name PRINTED)

Notes:

1. Each Respondent must file a verified response and sign a verification statement. However, more than one Respondent can sign the same verification statement.
2. An employee or officer of a board or association may sign a verification statement on behalf of him or herself personally and on behalf of his/her employer/board/association, if both are charged. In this case, the verification statement must name all entities that the person is signing on behalf of.
3. A person with knowledge of the facts **must sign the verification**. Unless Respondent(s)'s attorney has first-hand knowledge of the facts of the charge, or is an employee of the Respondent(s), Respondent(s)'s attorney cannot sign.
4. If Respondent(s)'s attorney signs the response, then Respondent(s)'s attorney must provide his/her name, law firm name, address, and telephone number on the response.

In order for the Verified Response to be complete, **a copy of the response must be served on the Complainant(s)**, and you must indicate to the Department by a Certificate of Service or other written means that you have done so.

SAMPLE CERTIFICATE OF SERVICE

CERTIFICATE OF SERVICE

The undersigned certifies that a copy of the foregoing Verified Response to the charge of discrimination was served upon:

Complainant(s) Name(s) _____

Address _____

By depositing same in the U.S. Mail at (address) _____, (city) _____, IL (zip code) on the _____ day of _____, 201__.

(signature) _____

(name)