



STATE OF ILLINOIS Human Rights Commission

Filing Procedures (updated June 24, 2022)

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

Complaint and Request for Review Filing: Effective April 7, 2020, all motions, orders, notices and other pleadings required to be served under the Illinois Human Rights Act or the Commission Procedural Rules shall be served by in-person, by first-class U.S. mail, or by fax. Commission Procedural Rule Sections 5300.30(a), 5300.40(a).

Filing by U.S. 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 4 days after mailing of the document, properly addressed and posted for delivery, to the Person to be served. Commission Procedural Rule Section 5300.40 (c).

Questions: please contact the Commission by calling 312-814-6269 or by email at:
HRC.NEWS@illinois.gov