



STATE OF ILLINOIS

Human Rights Commission

Filing Procedures

(updated July 9, 2021)

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

Complaint and Request for Review Filing: Effective April 7, 2020 and throughout the duration of the Gubernatorial Disaster Proclamation 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 electronic mail. Commission Procedural Rule Section 5300.30(a). **For the health and safety of Illinois residents and the Commission staff while COVID-19 protocols are in place filing at the Commission by U.S. Mail or electronically is strongly encouraged.**

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).

Filing Electronically: **Filing electronically will be completed by filing all required documents at HRC.NEWS@illinois.gov.** A document submitted by electronic mail shall be considered timely if submitted before mid-night (in the commission's time zone) on or before the date on which the document is due, unless it is submitted on a Saturday, Sunday or legal State holiday, in which case, it is deemed filed on the following business day. Filing electronically at the Commission will remain in place while the Gubernatorial Disaster Proclamation is in place.

Weekly Request for Review Commissioner Panel Meetings: Weekly Request for Review Commissioner Panel Meetings have been cancelled through April 17, 2020. Please check the HRC website (www.illinois.gov/ihr) for details regarding panel meetings beginning the week of April 20, 2020.

ALS Briefing and Motion Deadlines: Effective April 3, 2020 and throughout the duration of the Gubernatorial Disaster Proclamation all post-hearing briefing deadlines and motion deadlines will be extended by 30 days. If you have questions regarding your briefing and motion deadlines, please contact the Judges' clerk by calling 312-814-6269.

ALS Motion Call, Settlement Conferences and Status Hearings: ALS Motion Calls, Settlement Conferences and Status Hearings will be conducted telephonically or virtually. If you have questions, please contact the Judges' clerk by calling 312-814-6269. The electronic filing system is not intended to handle voluminous filings. If you wish to file a motion with the Administrative Law Section (ALS) with extensive supporting documentation, you can file the motion itself electronically (meeting any applicable deadlines), but you should send hard copies of the supporting documents to the Commission through U. S. mail.

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