

**City of Chicago
COMMISSION ON HUMAN RELATIONS**

IN THE MATTER OF:

_____ **Complainant**

v.

_____ **Respondent(s)**

Case Number _____

RESPONSE TO COMPLAINT

1. **This is a response to** _____
State whether you are responding to the initial complaint in the case or an amended complaint.

2. **Name, mailing address, telephone, and fax of each respondent filing this response:** For a business or other organization, be sure to include (a) the full legal name of each owner or operator and (b) the name and title of the representative who will serve as contact person. Use additional pages if needed.

3. **Statements admitting or denying allegations of complaint.** See the next page of this form.

4. **Position statement.** See the third page of this form.

5. **Signature and certification.** Signature of outside counsel is not sufficient. If a respondent will be represented by an attorney, an attorney appearance must be filed and served. See Regs. 210.250 and 270.310.

I certify that a reasonable inquiry of known and readily available information has been made and that the statements set forth in this response are true and correct except as to those stated to be on information and belief, as to which I certify that I believe them to be true.

Signature	Date Signed	Print name, Title & organization if signing for a business
_____	_____	_____
_____	_____	_____
_____	_____	_____

This response contains ___ pages including this one.

You must SERVE a copy of this response on every other party and file proof of service. A Notice of Filing and Certificate of Service form is available from the Commission. See Regs. 270.210 and 270.220.

File original and one copy at

**Chicago Commission on Human Relations
740 N. Sedgwick, 3rd Floor, Chicago, IL 60654
Fax 312-744-1081, Phone 312-744-4111, TTY 312-744-1088**

Instructions & Examples: Make copies of this blank page as needed, or use your own sheets to respond to every fact alleged in the complaint. Any allegation for which there is no responding statement will be treated as admitted when the Commission decides whether there is substantial evidence of an ordinance violation. Reg. 210.260(b). If the complaint was written in numbered paragraphs, please number your response statements in the same way. You do not need to respond to legal conclusions (e.g. "I believe these actions are discriminatory"), but you can address them in your position statement. Some examples:

I admit that the complainant asked to be seated in a booth at the restaurant.

I deny telling the complainant she was too old to learn to use the new equipment.

I admit that complainant has been a tenant in my building but I deny that he has paid his rent on time.

If you do not know whether an allegation is true or not, make a statement like this:

I do not have sufficient knowledge to admit or deny the allegation that our sales manager told the complainant that young single women are better sales representatives.

Example:

Allegation: *Paragraph 1: I use a wheelchair due to my disabilities, including rheumatoid arthritis.*

Response: *I admit the complainant was using a wheelchair but do not know the nature of her disabilities.*

STATEMENTS ADMITTING OR DENYING ALLEGATIONS OF COMPLAINT

Allegation: _____

Response: _____

Allegation: _____

Response: _____

Allegation: _____

Response: _____

Allegation: _____

Response: _____

Allegation: _____

Response: _____

Allegation: _____

Response: _____

