



BASIC STEPS FOR FILING A COMPLAINT WITH THE COMMISSION ON HUMAN RELATIONS

Please read before filing your complaint

If you choose to draft your complaint on your own, it **must** contain the following information, or it will be returned to you as “defective”:

- The complaint must be filed no later than **300 days** after the alleged incident.
- The alleged incident must have occurred within the City of Chicago.
- It must be on the Commission’s complaint form **or** a substantial equivalent.
- Your name, address, and telephone number.
- The name or other identifying information of every person or business you wish to name as a Respondent. If you do not know the name of the Respondent, such as the property owner in a housing complaint, you may state, “Owner of 12345 S. Main St.”
- The address of each Respondent.
- The area of the harm, i.e., Employment, Housing, Public Accommodations, Credit, or Bonding.
- The basis(es) of the alleged discrimination: race, color, ancestry, national origin, gender identity, credit history (employment only), sex, age (40 and over), disability, sexual orientation, military status, religion, marital status, parental status, source of income, criminal history (employment only), retaliation.
 - **You must state how you belong to the class you are claiming**, e.g., race discrimination: “I am African American;” disability discrimination: “I use a wheelchair due to a disability;” national origin discrimination: “My national origin is Canada;” retaliation: “I previously complained about discrimination concerning this Respondent.”
- A description of the conduct you believe was discriminatory.
 - Must be in enough detail to inform the Commission and the Respondent of the alleged discriminatory conduct
 - Must be in brief, **numbered paragraphs**
- Your self-filed complaint will be reviewed by Commission staff for compliance with jurisdictional and filing requirements. You may file by:
 - Electronic filing (www.chicago.gov/cchr), e-mail (ccchrfilings@cityofchicago.org), fax (312-744-1081), mail, or you may bring your complaint to the Commission office.

If you do **not** wish to file your complaint on your own, you may visit the Commission office at 740 N. Sedgwick, Suite 400, and receive assistance from a Commission investigator (could take up to two hours).

- Office hours: Monday through Friday, 9:00 a.m. to 3:00 p.m. The Commission is located two blocks west of the CTA Brown/Purple Line, metered street parking

If you have any questions or need further clarification, please contact the Commission at 312-744-4111.

Submit your [E-Form](#) here