

City of Chicago
COMMISSION ON HUMAN RELATIONS
740 N. Sedgwick, 3rd Floor, Chicago, IL 60654
312/744-4111 (Voice), 312/744-1081 (Fax), 312/744-1088 (TDD)

IN THE MATTER OF:

Complainant,
v.

Respondent/s.

Case No.: _____

REQUEST FOR REVIEW

I, _____, was the Complainant in the matter named above.

On _____, the Commission on Human Relations dismissed my case for:

- lack of substantial evidence to support my Complaint
- failure to cooperate
- lack of jurisdiction
- other: _____

I hereby request that the Chicago Commission on Human Relations review and reconsider that decision for the specific reason/s described below:

*Add extra pages as needed, but no more than 10 total pages without leave of the Commission. See the reverse side of this form for rules about the content and procedure for a Request for Review. **This Request for Review must be served on all other parties and filed with the Commission.***

Signature

Date: _____

Below are selected regulations which apply to a Request for Review. The full set of regulations is available upon request from the Commission and at www.cityofchicago.org/humanrelations, along with forms and more information.

Reg. 250.110 Review of Dismissals

A complainant seeking review of the full or partial dismissal of a complaint by the Commission or a hearing officer must file and serve a request for review within 28 days of the mailing of the dismissal order. The request must be served on all other parties and the hearing officer (if any). Leave may be granted to respond or reply.

Reg. 250.130 Content and Grounds for Review

(a) Content.

A request for review must state with specificity the reasons, evidence, or legal authority requiring reversal or modification of the decision in question. The request may not exceed 10 pages without leave from the Commission and must clearly state that the party is seeking reconsideration or review. Any new testimonial or documentary evidence must be provided with the request.

(b) Grounds.

Grounds for reversal or modification may include relevant evidence which is newly discovered and not available at the time of the original decision; new and dispositive legal precedent not available at the time of the original decision; a material misrepresentation, misstatement, or omission which was a basis for the decision; or a material error by the Commission or hearing officer. If a complaint was dismissed for failure to cooperate, the request for review must (1) establish good cause for the complainant's noncompliance, at the time required, with the requirement which was the basis for dismissal; and (2) include any missing material which was a basis for the dismissal or show good cause for not doing so.

Reg. 250.140 Grant or Denial of Request for Review

For dismissal orders entered by the Commission, the Commission shall rule on any request for review. For dismissal orders entered by a hearing officer, the hearing officer shall rule on any request for review. The Board of Commissioners shall rule on any request for review submitted with objections to a hearing officer's recommended ruling. If granting a reversal or modification pursuant to a request for review, the order shall describe any further proceedings in the case.

FILING AND SERVING A REQUEST FOR REVIEW:

File the original and one copy with the Commission on Human Relations. See Reg. 270.220.

Serve a copy on every other party in the case (plus the hearing officer if one was appointed), and file proof of service with the Commission. See Reg. 270.210.

An optional form called Notice of Filing and Certificate of Service is available to assist with these procedures.

You may be able to obtain an extension of time to file a Request for Review, if you show good cause. See Reg. 210.320(a). An optional form called Motion for Extension of Time is available from the Commission's office or website.