

THE RECONSIDERATION PROCESS

The reconsideration process is the internal appeal process created by OAC 4112-3-04. The process is available to any party that disagrees with an initial determination or a final determination of the Commission. If the party wishes to appear before the Commissioners to make oral arguments, this request must be clearly stated in the written reconsideration request.

4112-3-04 RECONSIDERATION BY THE COMMISSION

- (A) Procedure for applying for reconsideration. Any party may apply to the commission for reconsideration of a determination of probable cause or any final commission determination. Such application must be in writing, state specifically the grounds on which it is based, and be filed, along with all supporting materials, with the commission at its central office compliance department in Columbus within ten days from the date of service of the notice of determination. The commission shall serve notice of such application for reconsideration on all other parties to the matter in which the application for reconsideration was filed.

- (B) Determination of application for reconsideration.
The commission may, in its discretion, accept or reject an application for reconsideration.
 - (1) If the commission rejects an application for reconsideration, it shall record its action accordingly and shall notify the parties.
 - (2) If the commission accepts an application for reconsideration, it shall make a determination and shall notify the parties. The commission may, upon its own motion, hear one or more of the parties.

- (C) Reconsideration by motion of the commission. The commission may, upon its own motion, reconsider any determination. If the commission reconsiders a determination on its own motion, it shall record its action accordingly and notify the parties.

WHERE TO SEND THE RECONSIDERATION REQUEST:

A request for reconsideration must be sent to the Compliance Department, Ohio Civil Rights Commission, 30 East Broad Street, 5th Floor, Columbus, Ohio 43215-3414. You must submit this request for reconsideration, along with all additional evidence or supporting documentation you wish to provide in support of your request for reconsideration, within TEN (10) days of the date of mailing of this notice. Any application for reconsideration or additional materials received by the Compliance Department in the Commission's Columbus Central Office after the ten-day period has expired will be deemed untimely filed.

The Commission's Rules do not permit any employee of the Commission to grant any extension to this ten-day filing period.

4112-1-02 COMPUTATION OF TIME

- (A) In computing any period of time referred to in the rules of the commission or contained in any order of the commission, the day of the act, event, or occurrence from which the designated procedure begins to run shall not be included. The last day of the period so computed shall be included unless it is a Saturday, Sunday or legal holiday observed by the state of Ohio, in which event the time period shall run until the end of the next day which is neither Saturday, Sunday or a legal holiday. All time periods are measured by calendar days, except where business days are expressly indicated.

- (B) Whenever a party has a right or is required to do some act or take some action within a prescribed period after the service of a notice or other paper upon that party and such notice or paper is served by mail, three days shall be added to the prescribed period.

Should you have any questions regarding this process, please contact the Compliance Department at (614) 466-2785.