A GENERAL OVERVIEW OF THE CHARGE FILING PROCESS

A charge is filed.

Is the charge signed under oath?

On - Line

A charge not signed under oath may be dismissed.

Charge is signed under oath, case continues.

Mail - In

Is the charge signed under oath?

In-Person

Charge is signed under oath, case continues.

Charge is signed under oath, case continues.

A charge not signed under oath may be dismissed.

Case is assigned to an investigator.

A notification letter is sent to Charging Party and Respondent (along with a copy of the charge), informing both parties of the investigator assigned to the charge. Respondent may be offered the option of mediation.

If both parties agree to mediation, the case is sent to the mediator.

The mediator works with the parties to schedule mediation.

The parties agree to a settlement and the case is closed.

No agreement is reached and the charge proceeds to investigation.

Region analyzes the evidence and recommends finding of No Probable Cause and that the Commission not further pursue this case.

* The Commission has the discretion to close a case with a finding other than No Probable Cause or Probable Cause.

If mediation is declined or not offered, the case is sent to the investigator.

Respondent is requested to provide a position statement responding to the charge allegations.

The investigator reviews the position statement with Charging Party. Parties provide witnesses and/or other evidence to support their positions. The investigator may talk with relevant witnesses and gather additional information. Settlement discussions may be included at any time in this process.

Region analyzes the evidence and recommends finding of Probable Cause and that the Commission further pursue this case.