

SAMPLE FORMAL RESPONSE
STATE OF ILLINOIS
DEPARTMENT OF HUMAN RIGHTS

IN THE MATTER OF:)
)
(name))
)
Complainant,) Charge No.:
) EEOC No.:
and)
)
(name))
)
Respondent.)

NOW COMES the Respondent, _____, and responds to the Charge of Discrimination filed against it by the Complainant, _____, as follows:

(Note: The formal Response should continue and respond to as many points by letter and number as are in the charge. The following points are used as examples only; the charge you received may contain many more lettered and numbered points.)

- I. A. ISSUE/BASIS
- B. PRIMA FACIE ALLEGATIONS (These are the specific allegations Complainant is charging against you.) You need to respond to each numbered allegation, using whatever response applies in this particular case:
 - 1. Respondent admits that....or Respondent denies that....
 - 2. Respondent denies all the allegations in paragraph _____ of the Charge
 - 3. Respondent lacks sufficient knowledge to answer and demands a more definite statement that.....
 - 4. Respondent denies that it discriminated against Complainant.

Respectfully submitted,
(Respondent name)

By: _____
(name/title)

Now you must provide a statement that you gave or mailed a copy of your formal Response to the complainant as indicated on the next page.

(Continued to page two.)

Instructions:

1. A person with knowledge of the facts **should sign the formal Response**. Unless Respondent's attorney has first-hand knowledge of the facts of the charge, Respondent's attorney should not sign. (Usually, Respondent's Human Resources Manager has sufficient knowledge to sign.)
2. If Respondent's attorney signs the formal Response, then Respondent's attorney must provide his/her name, law firm name, address, and telephone number on the response.
3. In order for the formal Response to be complete, you must:
 - a. Serve **a copy of the formal Response on the Complainant by mail or other means**; and
 - b. Indicate to the Department that you have served the formal Response in a Certificate of Service or other written statement.

SAMPLE CERTIFICATE OF SERVICE

CERTIFICATE OF SERVICE

The undersigned certifies that a copy of the foregoing formal Response to the charge of discrimination was served upon:

Complainant Name
Address
Address

By depositing same in the U.S. Mail at (address) _____, (city) _____, IL (zip code) on the ___ day of _____, 20--.

Name