

INSTRUCTIONS FOR REQUESTING LETTER OF RIGHT-TO-SUE

You, (the Complainant) may request a letter of right-to-sue from the Commission if:

1. The complaint was filed with the Commission within three-hundred (300) days of the alleged incident;
2. Sixty (60) days have elapsed since the filing date;
3. Finding of “no probable cause” has not been issued
4. No conciliation agreement has been negotiated;
5. Notice of hearing has not been served upon Respondent
6. If the case was administratively closed, two years have not elapsed.

If the above conditions are met, you have a right to file a lawsuit in state district court within ninety (90) days of the issue date of the letter of right-to-sue.

You will have to provide your own attorney or other representative in pursuing this matter. The Iowa Bar Association may be able to refer you to an attorney who practices this type of law. The Bar Association can be located online at www.iabar.net.

When the Commission issues a right-to-sue letter, the Commission will take no further action, and it will administratively close your case. There is no opportunity for you to reopen your case after a right-to-sue is issued by the Commission.

All requests for letters of right-to-sue must be in writing, dated, and have the CP# and EEOC# (if applicable) on the request. If legal counsel represents you, please indicate the name and address on the bottom of your request so a copy of your right-to-sue may be forwarded.

Request should be mailed, faxed, or emailed to:

Iowa Office of Civil Rights

6200 Park Ave, Suite 100
Des Moines, Iowa 50321
FAX: (515) 242-5840
Email: icrc@iowa.gov