INSTRUCTIONS FOR REQUESTING LETTER OF RIGHT-TO-SUE

A. 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 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.

B. You will have to provide your own attorney or other representatives in pursuing this matter.

C. 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.

D. All requests for letters of right-to-sue must be in writing, dated and have the CP# and EEOC# (if applicable) on the request. (A form is attached for your convenience). 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.

E. Request should be mailed or faxed to:

Iowa Civil Rights Commission
Grimes State Office Building
400 E. 14th Street
Des Moines, Iowa 50319
FAX: (515) 242-5840