

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