



**City of Chicago**  
**COMMISSION ON HUMAN RELATIONS**  
 740 N. Sedgwick, Suite 400, Chicago, IL 60654  
 312/744-4111 (Voice), 312/744-1081 (Fax), 312/744-1088 (TDD)

IN THE MATTER OF:

\_\_\_\_\_  
**Complainant,**  
 v.

Case No.: \_\_\_\_\_

\_\_\_\_\_  
**Respondent.**

**REQUEST FOR REVIEW**

I, \_\_\_\_\_, was the Complainant in the matter named above. On \_\_\_\_\_, the Commission on Human Relations dismissed my case for:

- lack of substantial evidence to support my Complaint;
- failure to cooperate;
- lack of jurisdiction;
- other: \_\_\_\_\_

I hereby request that the Chicago Commission on Human Relations review that decision for the specific reason(s) described below. *[See reverse of this form for the content that the Commission's Regulations require a complainant to include in a Request for Review.]*

*[Add extra pages as needed, but no more than 10 pages without leave of the Commission.]*

\_\_\_\_\_  
 Signature

Date: \_\_\_\_\_

*Pursuant to section 250.110 of the Regulations, this Request must be filed 28 days of mailing of the Commission's dismissal order. The Request must be filed with the Commission and served upon all other parties. The Commission may allow the other party to file and serve a response to this Request for Review and, if so, may allow the Complainant to file and serve a reply.*

## SELECTED REGULATIONS

*A full set of regulations is available from the Commission or at [www.cityofchicago.org/humanrelations](http://www.cityofchicago.org/humanrelations).*

### REQUEST FOR REVIEW

**Reg. 250.110. Review of Dismissals.** A complainant seeking review of the full or partial dismissal of a complaint by the Commission or a hearing officer must file and serve a request for review within 28 days of the mailing of the dismissal order. The request must be served on all other parties and the hearing officer (if any). Leave may be granted to respond or reply.

**Reg. 250.130(a). Content of a Request for Review.** A request for review must state with specificity the reasons, evidence, or legal authority requiring reversal or modification of the decision in question. The request may not exceed 10 pages without leave from the Commission and must clearly state that the party is seeking reconsideration or review. Any new testimonial or documentary evidence must be provided with the request.

**Reg. 250.130(b). Grounds for a Request for Review.** Grounds for reversal or modification may include relevant evidence which is newly discovered and not available at the time of the original decision; new and dispositive legal precedent not available at the time of the original decision; a material misrepresentation, misstatement, or omission which was a basis for the decision; or a material error by the Commission or hearing officer. If a complaint was dismissed for failure to cooperate, the request for review must (1) establish good cause for the complainant's noncompliance, at the time required, with the requirement which was the basis for dismissal; and (2) include any missing material which was a basis for the dismissal or show good cause for not doing so.

**Reg. 250.140. Grant or Denial of Request for Review.** For dismissal orders entered by the Commission, the Commission shall rule on any request for review. For dismissal orders entered by a hearing officer, the hearing officer shall rule on any request for review. The Board of Commissioners shall rule on any request for review submitted with objections to a hearing officer's recommended ruling. If granting a reversal or modification pursuant to a request for review, the order shall describe any further proceedings in the case.

### MOTION FOR EXTENSION OF TIME

**Reg. 210.320(a). Extension of Time.** Motions for an extension of time to file any pleading, brief, or other document must be filed and served as soon as the reasons for the extension are known to the party seeking it. The motion must state the number of previous motions for extension of time or continuance filed in the case by the moving party, the disposition of such motions, and the reasons this extension is needed. The motion will be granted only for good cause shown.