



INSTRUCTIONS

**PLEASE READ
INCOMPLETE FORMS CANNOT BE PROCESSED**

1. You must be a party to the charge of discrimination or have an appearance form on file with IDHR. If you do not have an appearance on file, you can fill one out when you fill out this form.
2. You will be contacted by telephone when the file is available for reviewing. Generally, files are only available for review on Friday after 1:00 PM, for requests received before 4:30 PM on Tuesday. When you arrive to review the file, please tell the receptionist that you are here to review a file. If your request is received after Tuesday, you may not be able to review the file until the following Friday.
3. If, after reviewing the file, you want copies of any documents in the file, IDHR staff will copy 50 or fewer pages free of charge. To expedite copying requests that are over 50 pages, IDHR will employ Aloha Services. By your signature below, you give IDHR permission to send the file to Aloha Services to make the copies for you. Also, you agree that you will pay Aloha Services for copies necessary, copy service and delivery services, if any are required, at the price that you and Aloha consent to. You further agree that you will hold IDHR harmless for such services. Contact the Legal Division at (312) 814-6262 if you have any questions.

DATE: _____

CHARGE NUMBER(S): _____

FILE NAME: _____

PERSON REQUESTING FILE: _____

ARE YOU A PARTY/REPRESENTATIVE TO THE CHARGE ON FILE?: Complainant's Atty Respondent's Atty

DO YOU HAVE AN APPEARANCE ON FILE? Yes No ***If no, one must be submitted**

TELEPHONE: _____ EMAIL: _____

FILE REVIEW REQUEST OPTION(S):

COME IN PERSON TO REVIEW FILE AT DHR -- LEGAL DIVISION

HAVE FILE COPIED BY ALOHA PRINTING SERVICES

If you are a party to a charge with a status code from 801 to 995, you may only review the file by contacting Information Systems, (312) 814-4294.

DO NOT FILL OUT THIS SECTION. FOR IDHR USE ONLY:

LATEST STATUS CODE / DATE: _____

PURGE ENV assigned to: _____ Date: _____ Purge Env: YES: _____ NO: _____

Copies needed? NO: _____ YES: _____ # Copies: _____ IDHR: _____

NO: _____ YES: _____ # Copies: _____ Aloha: _____

SCHEDULED FILE REVIEW DATE: _____ **TIME:** _____