

If you believe you have been the victim of **unlawful discrimination** within the past **180 days**, you can file a complaint with the **Michigan Department of Civil Rights (MDCR)**.

### Step 1 - Contact MDCR

If you have questions about civil rights or believe you have been discriminated against, contact MDCR by phone, in writing, online or in person.

### Step 2 - File A Formal Complaint

If the incident falls under the laws we enforce and occurred within 180 days, MDCR will prepare a formal complaint for you to sign before a notary public and return to MDCR.

Once MDCR receives your notarized complaint, it is placed on the docket and a copy is sent to you (the claimant) and the person or organization you filed the complaint against (the respondent.)

MDCR will then conduct an impartial investigation of all available evidence.



### CONTACT US:

800-482-3604

Video Phone: 313-437-7035

MDCR-INFO@michigan.gov

www.michigan.gov/mdcr



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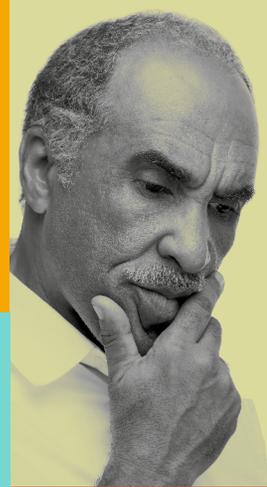


@MiCivilRights

*These procedures are authorized  
by PAs 220 & 453 of 1976,  
as amended.*

## THE COMPLAINT INVESTIGATION PROCESS

MICHIGAN DEPARTMENT  
OF CIVIL RIGHTS



## THE INVESTIGATION

During an investigation, the claimant and respondent both have the opportunity to present evidence. The investigation may also include a site visit, interviews with witnesses and analysis of documents.

MDCR may schedule a conference with both parties to explore possible resolutions, clarify issues and provide a forum for presenting additional evidence.

MDCR attempts to resolve complaints at all stages of the investigation. If both parties agree to a settlement, MDCR will close the investigation. If no settlement is reached, MDCR will complete the investigation and report on its findings.



### Michigan law prohibits discrimination in:

- ▶ Employment
- ▶ Education
- ▶ Housing
- ▶ Public Accommodation
- ▶ Public Service
- ▶ Law Enforcement

based on race, religion, color, national origin, age, sex, disability, genetic information, marital status, familial status, height, weight and arrest record.

## THE FINDINGS

Possible investigation outcomes include:

### DISMISSAL

If there is not sufficient evidence to support a discrimination charge, MDCR will hold an exit interview with the claimant and dismiss the complaint. The claimant may ask for reconsideration of the decision.

### CONCILIATION

If there is sufficient evidence for filing a charge of discrimination, the respondent is invited to a conciliation conference. In this confidential meeting, MDCR will inform the respondent of its findings. The respondent is encouraged to take action to address the discrimination and prevent it from happening again. If a satisfactory resolution is reached, the case is closed.

### CHARGE

If the respondent refuses to address the situation in conciliation, MDCR may issue a formal charge of discrimination and set a date for a public hearing.



## HEARING

A hearing officer will conduct a public hearing on the discrimination charge. All witnesses testify under oath, the rules of evidence apply and all parties have the right to cross examine witnesses.

Following the hearing, the hearing officer will decide whether discrimination took place and if so what the appropriate penalty should be. The Civil Rights Commission will review the findings and allow the parties to argue whether they should be adopted. The Commission will then issue a final order either dismissing the case or requiring corrective action that may include paying damages to the claimant.

A claimant or respondent who does not agree with the Commission's final order may appeal to the circuit court for review of the case.

***Filing a discrimination complaint with the Department of Civil Rights does not prevent a claimant from taking legal action in a court of law.***