



Filing a Complaint with the Commission on Human Rights

Guidance issued on August 30, 2024

1. Starting at <https://www.cookcountyil.gov/service/complaint-filing-and-investigation>.
2. Click on the **File a Complaint** button.
3. You should be redirected to https://ccchr.my.salesforce-sites.com/Forms/advpm__IntakeForm?formId=a0m8z000000SsC4AAK&formWidth=800px&hh=1.
4. You should see this at the top of the page:

HUMAN RIGHTS COMPLAINT FORM

INFORMATION

Complainant Information

* Complainant	Submitted Online
<input type="text"/>	<input type="text" value="OnlineForm"/>
* Name	* Address (Street)
<input type="text"/>	<input type="text"/>
* Complainant Phone	* Address (City)
<input type="text"/>	<input type="text"/>
Complainant Email (Individuals who include their email address will receive confirmation of complaint submission and email)	* Address (State/Province)
<input type="text"/>	<input type="text" value="Name"/>

5. Complete the fields throughout the form that are required. **Please enter the same name (your name) for both the Complainant and Name fields within Complainant Information.**
6. If possible, please complete the fields to indicate how you prefer to be contacted and your preferred language.
7. If you have an attorney or a representative from a non-profit or community organization who will support you with your complaint, please complete these fields. Otherwise, please leave these fields blank. (If you are an attorney or representative completing this form on behalf of a complainant please be sure to complete this section.)

Attorney/Rep Information

Attorney/Representative	Address (Street)
<input type="text" value="--None--"/>	<input type="text"/>
Name	Address (City)
<input type="text"/>	<input type="text"/>
Phone	Address (State/Province)
<input type="text"/>	<input type="text" value="--None--"/>
Email Address	Address (ZIP/Postal Code)
<input type="text"/>	<input type="text"/>

8. When you select the Complaint Type for your complaint, the fields that go with that Complaint Type will appear.

UNITED STATES

Complaint Information

* Type

--None--

--None--

County Services

Credit

Paid Leave

Employment

Housing

Just Housing

Living Wage

Minimum Wage

Public Accommodations

End Date of Discrimination

9. To select the corresponding Basis of Discrimination, use the arrow directed to the right.

* Basis of Discrimination

Available

Age (over 40)

Ancestry

Color

Chosen

For example, you may have a Complaint Type of Housing and then Basis of Discrimination of Age (over 40). The example would look like this:

* Type

Housing

* Basis of Discrimination

Available

Ancestry

Color

Criminal History

Chosen

Age (over 40)

10. Please be as thorough and complete as possible when completing the Facts that Support Your Complaint section.

* Facts that Support Your Complaint

11. **Don't forget to electronically sign and date your complaint** - it is incomplete without completing these fields.

* Signature of Complainant

Complainant Signature Date

12. Attach any additional documents, including additional text of your complaint, documented evidence you have, etc. using the **Continue** button of the Files section.

FILES - UPLOAD/ATTACH ANY RELEVANT DOCUMENTS

How many files would you like to upload?

1 **Continue**

13. After selecting Continue, you should see these fields available. Click on the **Select a File** button to add an additional file to your complaint. In general, the Commission on Human Rights prefers that PDFs are uploaded/attached. Don't forget to add a Title to the file, as this is a required field.

FILES - UPLOAD/ATTACH ANY RELEVANT DOCUMENTS

FILE	DESCRIPTION	TITLE *
Select a File	<input type="text"/>	<input type="text"/>

14. When you are ready to submit your complaint, click the **Save & New** button at the bottom of the screen. If you click the Cancel button, your drafted complaint will not be submitted.

Save & New Cancel

15. You will know your complaint has been submitted because you will see a green **Form submitted successfully message** at the top of the screen. If you provided an email address you will receive an email confirmation that your complaint was submitted.
Please do not submit duplicate complaints. If you have questions regarding whether your complaint was submitted, please call (312-603-1100) or email (human.rights@cookcountyil.gov) our office and we can confirm.

H Form submitted successfully.