



**INSTRUCTIONS FOR COMPLETING THE
FCHR PETITION FOR RELIEF
[ALL-IN-ONE DOCUMENT]**

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00 | INTRO

****IMPORTANT****

INSTRUCTIONS FOR FILING A PETITION FOR RELIEF

Please Print or Type the Petition Form

This Petition for Relief initiates a formal, trial-like proceeding during which you will have to establish, through the introduction of evidence and the testimony of witnesses, that a violation has occurred.

You are not required to be represented by an attorney; however, the Commission encourages you to retain an attorney if you desire. If you are not represented by an attorney and want to file a Petition for Relief from a discriminatory employment practice, a discriminatory housing practice or a discriminatory public accommodation practice, you may do so by completing and promptly filing the blank Petition for Relief form as follows:



SECTION 1 | PETITIONER

This is you.

Type your name on the line above "Petitioner" at the top of the form and complete the information in Section 1.



SECTION 2 | RESPONDENT

This is the person or organization you are filing against.

Type the name of the respondent on the line above "Respondent" at the top of the form and complete the information in Section 3 as known to you or as shown on the Commission's Determination. If the respondent has an attorney or representative, complete the information in Section 4.



SECTION 3 | CASE NUMBER

Enter the FCHR case number that was assigned to your complaint and which appears on the Determination.



SECTION 4 | DATE NOTIFIED

Indicate on what date and in what form you received the Commission's Determination.



SECTION 5 | CLAIMS

Describe specifically the claims which you intend to prove at the administrative hearing establishing that a discriminatory practice occurred.

Please attach additional pages, if needed.



SECTION 6 | STATUTE

Provide a statement describing how the specific statute requires reversal or modification of the Commission's Determination, including an explanation of how the alleged facts relate to the specific statute.

State the critical facts of the case which you disagree with.



SECTION 7 | REMEDY

State precisely the remedy you are seeking.



SECTION 8 | SIGNATURE

You must sign and date the Petition for Relief for it to be accepted for filing with the Commission. The Clerk of the Commission receives and maintains all legal documents filed with the FCHR. The petition for relief may be mailed, sent by facsimile to (850) 487-1007 or scanned and emailed to Clerk@fchr.myflorida.com. A party who elects to file a document by electronic transmission shall be responsible for any delay, disruption or interruption of the electronic signals and must accept full risk that the document may not be properly filed with the Commission as a result.

The filing date for an electronically transmitted document shall be the date the Commission receives the complete document. The Commission office is open from 8:00 a.m. to 5:00 p.m. (Eastern Time), Monday through Friday. Any document received by the Clerk or other agent of the Commission after 5:00 p.m. (Eastern Time) shall be filed as of 8:00 a.m. on the next regular business day. The location of the principal office of the Commission is:

4075 Esplanade Way, Room 110

Tallahassee, Florida 32399.



OUTRO

For discriminatory employment and public accommodation complaints, the Petition for Relief must be received by the Commission no later than 35 days after the date of the Determination.

For discriminatory housing complaints, the Petition for Relief must be received by the Commission no later than 30 days after you receive the Determination.

The specific requirements for filing, service, form, and content of petitions are set forth in Rules 60Y-4, 60Y-5.008, 60Y-8.001, and 28-106, F.A.C.



APPENDIX



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ORIGINAL SOURCE

<u>#</u>	<u>Item</u>	<u>Link</u>
1	Original Source	fchr.state.fl.us

INTERACTIVE VERSION(S)

<u>#</u>	<u>Item</u>	<u>Link</u>
1	HTML Version	TextBookDiscrimination.com/Handbooks/FCHR/PFR/

ADDITIONAL RESOURCES

<u>#</u>	<u>Item</u>	<u>Link</u>
1	Sample PFRs	TextBookDiscrimination.com/Reports/PFR/Index.html
2	How-To: File Suit (F)	TextBookDiscrimination.com/Guides/FileComplaint-Federal
3	How-To: File Suit (S)	TextBookDiscrimination.com/Guides/FileComplaint-State

CONTACT INFORMATION

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Congratulations! You're now **booked up** on the FCHR's Instructions for Completing its Petition for Relief!

