

**City of Chicago
COMMISSION ON HUMAN RELATIONS**

IN THE MATTER OF:

Complainant

v.

Case Number _____

Respondent(s)

PRE-HEARING MEMORANDUM

Name of each party filing this pre-hearing memorandum: _____

Use additional sheets as necessary to provide the information required or allowed by Reg. 240.130. This form is only a guide to the most frequently-submitted information. It may not cover all information you need to submit.

WITNESSES: I plan to call the following witnesses to testify at the administrative hearing:

Name	Address	Telephone	Topics of the Testimony

- ___ I do not plan to call any witnesses other than myself.
- ___ I enclose additional information about my witnesses.
- ___ I enclose information about one or more expert witnesses.

DOCUMENTS AND PHYSICAL EVIDENCE:

- ___ I enclose ___ pages of documents which I plan to introduce into evidence at the hearing.
- ___ I plan to introduce physical evidence or documents not enclosed and attach a description.
- ___ I do not plan to introduce any documents or physical evidence at the hearing.

DAMAGES (for complainants): I am seeking the following damages:

Nature or Type of Damages	Amount Sought
Emotional Distress Damages	
Punitive Damages	
Out-of-Pocket Losses Total List the <i>total</i> amount on this line, then list each specific loss or cost which makes up this total, and the amount. (e.g. "Lost wages--\$1,575")	

___ I enclose additional information about requested damages.

Continued on next page

AFFIRMATIVE DEFENSES (for respondents): I assert the following affirmative defenses:

"Affirmative defense" has a specific meaning under the law. This is not the place to make a general statement of your position, although you may include a position statement with this pre-hearing memorandum.

DEMAND FOR APPEARANCE OF OPPOSING PARTY:

Name of Opposing Party I Wish to Question at the Hearing May be an owner, officer, director, or employee of a business which is a party in the case, or an individual respondent.	Relevant Information I Expect the Person to Provide

___ I enclose additional information about opposing parties I wish to question.

___ I do not plan to question any opposing party as part of my case. I understand that I still have the right to cross-examine any witness who testifies for an opposing party.

I enclose the following optional submissions:

___ Statement of position

___ Memorandum of law

___ Stipulation as to material facts or issues of law

Other information:

Signature and address of each person submitting this pre-hearing memorandum:

If signing for a business or organization, include your title or position in it (e.g. owner, manager).

If signed by an attorney, please note Reg. 270.310 requiring the filing and service of an attorney appearance.

Print title, organization, address:

_____	_____
_____	_____
_____	_____

You must SERVE a copy of this pre-hearing memorandum on every other party plus the hearing officer.

A Notice of Filing and Certificate of Service form is available from the Commission. See Regs. 270.210 & 270.220.

File original and one copy at **Chicago Commission on Human Relations**

740 N. Sedgwick, 3rd Floor, Chicago, IL 60654

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