

## Discrimination Complaint Form Information - Draft

The act of discrimination must have happened inside the City of La Crosse and within 180 days of the date the Complaint is filed. It is important that you file within 180 days of the event.

### Role of the Human Rights Commission

The La Crosse Human Rights Commission does not adjudicate an outcome to the complaint. Its role is to recommend further investigation of your complaint should it find that the complaint

The complainant and defendant will be invited to attend the HRC's hearing on the complaint. The complainant will have 5-7 minutes to present their case. All Human Rights Commissioners will have received the original complaint and will have had time to review it prior to the presentation. Complainants are encouraged to practice a presentation and anticipate answering questions to provide a description of the most important points in the complaint. Complainants may provide evidence or witnesses with supporting examples of discrimination.

HRC staff can assist with filling out the form, such as reviewing for clarity and content and ensure that the complainant is prepared for the hearing. Staff can also refer complainants to other organizations that can help with completing the complaint form.

### Public Hearing

NOTE: Parents are not allowed to make the complaint on behalf of their adult children, except in situations where the parents retain power-of-attorney, guardianship, or guardian ad litem.

If the complainant is not present at the meeting to explain or defend their case, the HRC will not reschedule, but will make a recommendation based on the information they have and the testimony of the individuals present.

### PLAINTIFF

Plaintiff will have 5-7 minutes to present their case. All HRC members will have received the original complaint and will have reviewed it prior to the presentation. Plaintiffs should be prepared to succinctly answer the following: What is your complaint? What discrimination do you believe you have experienced? What have you done to try to redress this situation? What do you imagine would be an equitable solution to your complaint?

### Defendant

Defendant will have 5-7 minutes to present a rebuttal. They are encouraged to prepare to succinctly answer the following: When did you become aware of the plaintiff's concerns? Why do you believe this complaint is unfounded? What did you do to address the complaint? Describe what you have done to negotiate with the plaintiff. What do you imagine is the best solution to this complaint?

## Discrimination Complaint Form - Draft

### Complainant Information (Yourself)

Name:

Address:

Phone:

Email:

### Respondent Information (Person/Persons you feel have discriminated against you)

Name:

Address:

Phone:

Email:

### Type of Discrimination Alleged

Check the appropriate Category, indicate the Address or Location of facility you were denied the equal opportunity to use or enjoy, and the Basis of the alleged discrimination.

Applicants must be able to demonstrate that they were denied the equal use/enjoyment of a facility **located in the City of La Crosse**.

#### Category

- Housing  City Facility  
 Place of Public Accommodation or Amusement [i.e. restaurant, hotel, retail shop]

#### Address/Location

#### Basis (Check all that may apply)

- Sex:
- Race:
- Religion:
- Age:
- Disability:
- Marital Status:
- Color:
- National Origin or Ancestry:
- Lawful Source of Income:
- Physical Appearance:
- Sexual Orientation:
- Gender Identity or Expression:
- Familial Status:
- Domestic Partnership:
- Student:

Facts

To the best of your ability, give a detailed statement regarding the facts giving rise to this Complaint. Include the date or dates of the alleged discrimination. City Ordinance provides that a written Complaint must be filed within 180 days after the complainant knew or should reasonably have known that the alleged act or acts occurred. Examples of discrimination include providing different housing services or facilities, falsely denying that housing is available for inspection, sale or rental and refusing to let you make necessary changes to the property, at your expense, in coordination with your disability. Additional pages may be attached to this form if necessary. State your complaint in terms of the basis you selected above.

In terms of the basis you selected above, what discrimination do you believe you have experienced?

Why has the defendant targeted you or your group? What proof can you provide that this has happened to you and not others/other groups?

What have you done to try to redress this situation?

What do you imagine would be an equitable solution to your complaint?