



Complainant Contact Information

Please Note: This information will not be included in the copy of the complaint mailed to the Respondent.

Form with fields: Name of Complainant, Street Address, City, State, Zip Code, Home Phone, Work Phone, Other Phone, Email Address

Please provide contact information for someone who will always know how to contact you:

Form with fields: Name, Street Address, City, State, Zip Code, Home Phone, Work Phone, Other Phone, Email Address

If you have any questions about this document, please contact:

City of Columbia, Missouri
Law Department
701 E. Broadway, 2nd Floor
P.O. Box 6015
Columbia, MO 65205-6015
Phone: (573) 817-5024
Fax: (573) 442-8828
HumanRights@CoMo.gov



For internal use only

Complaint of Discrimination File Number:

COMPLAINT OF DISCRIMINATION

Complaints filed with the City of Columbia Human Rights Commission must be filed within 180 days of the last act of discrimination. The act of discrimination must have occurred within the Columbia city limits to be investigated by the City of Columbia Human Rights Commission.

Name of Complainant: (person filing complaint)

Type of Discrimination: (Please check one)

Employment Housing Public Accommodation Retaliation

Discrimination Based On: (Please check all that apply)

Grid of checkboxes for discrimination categories: Ancestry, Color, Race, National Origin, Religion, Handicap, Sexual Orientation, Marital Status, Gender Identity or Expression, Sex (including sexual harassment), Age (employment discrimination only), Familial Status (housing discrimination only), Receipt of Governmental Assistance, Alienage or Citizenship Status, Status as a Victim of Sexual or Domestic Violence, Order of Protection Status

Date of most recent alleged act of alleged discrimination (mm/dd/yyyy):

Date input field

Have you filed a complaint with any other civil rights enforcement agency?

YES NO

If YES, what other agency did you file with?

Missouri Commission on Human Rights, Equal Employment Opportunity Commission, U.S. Dept. of Housing and Urban Development, Other:

Date you filed with agency:	
Contact Person:	
Contact Phone:	

May we contact this agency about your complaint of discrimination?  YES  NO

This Complaint may be filed with the Missouri Commission on Human Rights unless the protected category is not covered under State or Federal Law.

**Please read the following statement and check one of the boxes:**

If both parties agree, they can pursue early resolution prior to investigation. The case can either be conferenced with the City of Columbia - Law Department staff or the parties can participate in mediation with Mediation Service offered through the University of Missouri-Columbia School of Law's Center for Dispute Resolution. The Human Rights Commission has a cooperative agreement with the Center for Dispute Resolution for mediation service; as a result of this agreement, there is no charge to parties wishing to take advantage of this service. At this time are you interested in pursuing early resolution of your case?

<input type="checkbox"/>	Yes, I would like to try to resolve my case prior to investigation
<input type="checkbox"/>	No, I would not like to try resolve my case prior to investigation

**RESPONDENT INFORMATION:**

<b>Respondent(s):</b> <i>(Business, organization, or person against whom complaint of discrimination is being filed)</i>	
<b>Street Address:</b>	
<b>Contact Name and Title:</b>	
<b>Contact Phone:</b>	

**COMPLAINT INFORMATION:**

Explain the particulars of how you believe you were discriminated against by the Respondent. Please be concise. If more space is needed, please sign and date each additional page.

<b>Who said or did the act of discrimination?</b>

<b>Where did the incident occur?</b>

**Other particulars of alleged discriminatory act/s against you:**

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COMPLAINT OF DISCRIMINATION
WITNESS INFORMATION

Please Note: This information will not be included in the copy of the complaint mailed to the Respondent.

Is there any individual(s) who can support your allegations of discrimination?

Form with checkboxes for YES and NO

If YES, please provide the following information for each witness:

Table with columns for Witness 1 (one) and Witness 2 (two), and rows for Name, Position or Relationship, Address 1, Address 2, Telephone, and State the way(s) in which this witness can support your complaint of discrimination.

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## COMPLAINANT INFORMATION CHECK LIST

It is important that the Complainant be aware of the following substantive and procedural information related to the filing and processing of a complaint of discrimination with the City of Columbia Human Rights Commission. Please read and initial each of the following. If you do not understand *any* of the paragraphs listed below, please contact the Law Department.

- \_\_\_\_\_ 1. **Chapter 12, Article II of Columbia's City Code**  
This ordinance prohibits discrimination in housing, employment and public accommodations on the basis of race, color, religion, sex (including sexual harassment), sexual orientation, national origin, ancestry, marital status, disability, familial status (housing), age (employment), gender identity, gender expression, receipt of governmental assistance, alienage or citizenship status, status as a victim of sexual or domestic violence, and order of protection status.
- \_\_\_\_\_ 2. **Complaints of discrimination** must be filed within 180 days of the most recent alleged act of discrimination. A complaint of discrimination is deemed filed when it has been received in the office of the City of Columbia Human Rights Commission with the proper information, signature and attestation.
- \_\_\_\_\_ 3. **The Commission's role** during an investigation of any complaints received is that of neutral fact-finder. In the investigation, the Commission does not represent either party to the complaint. The Commission attempts to gather evidence to determine whether or not the ordinance has been violated. In order that we may properly process and try to resolve your complaint, it is essential for you to cooperate with the investigation.
- \_\_\_\_\_ 4. **Representation by an attorney** is not required by the Commission during any stage of the proceeding. You are free to seek an attorney's consultation or representation at your own expense. If you hire an attorney to represent you, please inform the Law Department of your attorney's name, address and telephone number and have your attorney write the Law Department confirming that s/he is representing you.
- \_\_\_\_\_ 5. **Resolution prior to investigation** is encouraged by the Commission whenever appropriate and possible. This can be achieved through conference, conciliation or mediation. It requires the agreement of both parties.
- \_\_\_\_\_ 6. **If no probable cause** is found after an investigation of your allegations, the file is closed. The complainant has no right to appeal a decision of the City of Columbia Human Rights Commission.
- \_\_\_\_\_ 7. **If probable cause** is found after an investigation of your allegations, the Commission directs that the parties participate in dispute resolution in an effort to eliminate the discrimination. If this effort fails, the case is forwarded to either the Missouri Commission on Human Rights or the municipal prosecutor.

\_\_\_\_\_ **8. Retaliation is prohibited.** It is a violation of the City of Columbia Human Rights Ordinance to retaliate or discriminate in any manner against any person for filing a complaint of discrimination or testifying, assisting or participating in any manner in an investigation.

\_\_\_\_\_ **9. The filing of a false complaint of discrimination** (a complaint of discrimination the complainant knows to be false) is a violation of the City of Columbia Human Rights Ordinance. The filing of a false complaint of discrimination will be referred to the municipal prosecutor.

\_\_\_\_\_ **10. Failure to inform** the Commission of changes to your address and phone number could result in a delay in the investigation of the complaint. An inability to reach you could also result in the Commission finding no probable cause to credit the allegations of discrimination.

\_\_\_\_\_ **11. Complainant may also be able to file with a state or federal agency,** depending on the type of discrimination alleged and the protected category. For instance, in discrimination cases, except those involving discrimination on the basis of sexual orientation and marital status, an individual filing a complaint of discrimination with the City of Columbia Human Rights Commission may also be able to file a complaint of discrimination with the Missouri Commission on Human Rights.

\_\_\_\_\_ **12. The Complaint of Discrimination and the Respondent's Response to Complaint of Discrimination are a matter of public record.**

<b>Printed Name of Complainant</b>	
<b>Date</b>	

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## MEDIATION SERVICES

As a party in a complaint of discrimination filed with the City of Columbia, you have access to mediation services provided by the Center for the Study of Dispute Resolution at the University of Missouri-Columbia School of Law free of charge. The Center for the Study of Dispute Resolution was established in 1984 to encourage lawyers and others in the community to select the most efficient, just and humane way to resolve disputes.

Mediation is a voluntary process in which people resolve their disputes with the help of a trained mediator. The mediator does not decide who is right or wrong and has no authority to impose a settlement. Rather, the mediator works with the parties to develop an agreement that meets each person's needs. If the parties are not satisfied with the outcome, there is no agreement. Additionally, parties in mediation are free to consult with an attorney before, during, or after mediation.

### Advantages of mediation:

- **Effective and Fair:** Mediation works. If parties are willing to attend a mediation session, there is a strong chance they can reach an agreement. If you do not think the terms are fair, you do not sign the agreement.
- **Confidential:** Mediations take place in a private setting. Only involved parties attend the session and they decide what becomes public.
- **Quick and convenient:** Mediation sessions can be set up within a few weeks. A mediation session usually lasts two to three hours.
- **Informal:** Unlike court, the mediations are designed to be as informal as possible.
- **Free:** The mediation service is offered at no cost to parties involved in a complaint of discrimination filed with the Human Rights Commission.
- **Long-lasting:** Because the parties voluntarily develop their own resolutions, agreements tend to last long into the future.

### To use the service:

- If either party involved in a complaint of discrimination is interested in mediation as an option, please contact the City of Columbia – Law Department staff at (573) 817-5024 to discuss the matter.
- If all parties agree to mediation, a meeting is scheduled at a convenient time.
- During the mediation process, the mediator helps the parties clarify their concerns, discuss their differences, and work toward a mutually acceptable agreement. If the dispute is resolved, the mediator writes the terms into an agreement that is signed by the parties. The signed agreement is your commitment to the resolution mutually developed. The complaint of discrimination will be administratively closed.
- If the dispute is not resolved, an investigation of the complaint will move forward. However, mediation is still an option at anytime during the investigation process.