

OVERVIEW OF THE AGENCY'S PROCESS

Below is a list of the FOUR major steps that are involved in the case processing procedure.

INTAKE/CHARGE DRAFTING- time frame 3 days to 1 month.

SETTLEMENT PROCESS- at times during the early stages of the investigation the negotiated settlement process may begin. This may or may not happen depending on the Respondent. Either way while negotiations are ongoing the case is continuously being investigated.

INVESTIGATIVE PROCESS- the two major aspects to the investigatory process are a) collection and analysis of evidence, and b) evaluation and final analysis. The result leads to the determination.

RESOLUTION- once the determination has been issued it can result one of four ways:

No Probable Cause Finding-this finding may be reconsidered if you present additional evidence. After reconsideration a final order will be issued this order can be appealed to circuit court.

Negotiated Settlement/Conciliation Agreement-can be entered into prior to the case moving forward for a hearing.

Hearing- this occurs after a probable cause finding. This will be scheduled within 30 days of the official finding. *Although, the date is scheduled within 30 days the hearing may not take place for several months.* Our scheduling is dependant upon the schedule of the hearing officer.

Election to Circuit Court- In Housing cases either the Respondent or Complainant may elect to go to circuit court. This allows the housing case that has a probable case finding to go to Jefferson Circuit Court instead of an agency hearing.

Employment and Public Accommodation cases a hearing must be held.

Hopefully, this overview will assist you in understanding the agency's process.