



Maine Human Rights Commission

51 State House Station, Augusta, ME 04333-0051

Physical location: 19 Union Street, Augusta, ME 04330

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www.maine.gov/mhrc

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MHRC Case #: H23-0341

HUD #: 01-23-3952-8

Hearing Date: 2/5/24

Hearing Hybrid Format: In person: 19 Union Street, Augusta, Maine 04330 (3d Floor Conf. Room) &

Remote: Via Zoom Video Conferencing

Submission Deadline: 1/2/24

The Commission's staff has conducted a preliminary investigation of the discrimination complaint cited above; enclosed is a copy of the Investigator's Report. Listed on the Commission's Agenda (see attached), the case is scheduled to be presented to Commissioners on the Hearing Date referenced above.

If you do not agree with the Investigator's Report or its conclusions, you have until the Submission Deadline (see above) to deliver to our office a written statement of items in the Investigator's Report with which you disagree.

Your submission must be received in our office by 5 p.m. on the Submission Deadline (not mailed or postmarked by then).

HOW TO TELL THE COMMISSION YOU DISAGREE WITH THE INVESTIGATOR'S REPORT:

What can you include in your submission?

- You may NOT include information not already given to the investigator; *no new information will be allowed*. The Procedural Rules of the Commission provide that your submission must be limited to: (1) relevant factual errors in the Report; (2) relevant facts submitted during the investigation left out of the Report; and/or (3) relevant issues and questions concerning the Report's interpretation of the law.
- Please include your case number on your submission!

Can you reply after you read another party's submission?

- Only if it is **received** in our office by 5 p.m. on the Submission Deadline.

Filing Instructions:

- You must send your submission to each other party in your case and notify the Commission that you have done so. If you do not know another party's address, you may send their copy to the Commission for us to forward.
- If submitting by US Mail, send it to Maine Human Rights Commission, #51 State House Station, Augusta, ME 04333.
- E-mail or fax submissions must comply with our requirements (<https://www.maine.gov/mhrc/news/202107Policy>).

HEARING PRESENTATION / ORAL ARGUMENT PREREQUISITES AND RULES:

- If you made a written submission of disagreement as required above, you may make a brief (10 minutes or less) oral presentation at the hearing about why the Commission should rule in your favor before it votes on your case.
- If you do not make a submission, but another party to your case does so *and* appears at hearing to present their submission, you will be allowed a brief (10 minutes or less) opportunity to rebut that party's comments at hearing.
- If no party makes a written submission disagreeing with the Report by the Submission Deadline, you will not be allowed to address the Commission; this case will be placed on the Consent Agenda. Investigator Report recommendations for all cases listed on the Consent Agenda are adopted without argument.

HOW DO YOU KNOW IF THE CASE IS SET FOR HEARING, OR HOW TO PARTICIPATE?

- The enclosed Agenda will be updated to list which cases are set for hearing and which will be decided on the Consent Agenda. Please check the updated Agenda at www.maine.gov/mhrc about a week before the Hearing Date to see if this case is set for hearing or not, or if there are changes or hearing times. You can email at info@mhrc.maine.gov or call at 624-6290.
- If the case is on a Hearing Agenda, you will receive details about meeting participation about one week before hearing.