



California Civil Rights System

USER GUIDE

CALIFORNIA CIVIL RIGHTS DEPARTMENT

VERSION 2.2





California Civil Rights System – User Guide

Table of Contents

1: Introduction.....	4
1.1: User Guide Overview.....	4
2: System Overview	5
2.1: Login Screen.....	5
2.2: Home Screen	6
2.3: Start New Form Screen	7
2.4: Form Detail Screen	8
2.5: Confirmation Screen	9
2.6: Resume Form Screen	10
2.7: View Cases Screen	11
2.8: View Record Requests Screen.....	12
3: Common User Scenarios.....	13
3.1: Creating a CCRS Account.....	14
3.1.1: Step 1: Access the Registration Screen	14
3.1.2: Step 2: Complete Required Information	15
3.1.3: Step 3: Check Your Email	16
3.1.4: Step 4: Set Your Password	17
3.2: Logging Into CCRS	18
3.3: Resetting Your Password	19
3.3.1: Step 1: Access the Password Reset Screen.....	19
3.3.2: Step 2: Enter Email Address	20
3.3.3: Step 3: Check Your Email	21
3.3.4: Step 4: Reset Your Password	22



California Civil Rights System – User Guide

3.4:	Viewing Your Account Status	23
3.5:	Updating Your Account	25
3.5.1:	Step 1: Access Your Account	25
3.5.2:	Step 2: Edit Your Account	26
3.5.3:	Step 3: Save Changes to Your Account	27
3.6:	Filing an Online Complaint	28
3.6.1:	Step 1: Start a New Form	28
3.6.2:	Step 2: Select the Form Type	29
3.6.3:	Step 3: Enter Required Information.....	30
3.6.4:	Step 4: Get Started	31
3.6.5:	Step 5: Enter Related Parties.....	32
3.6.6:	Step 6: Enter Complaint Details.....	38
3.6.7:	Step 7: Upload Files.....	39
3.6.8:	Step 8: Make Appointment	40
3.6.9:	Step 9: Enter Demographics.....	41
3.6.10:	Step 10: Verify & Submit	42
3.7:	Sending a Note to CRD About Your Case	44
3.7.1:	Step 1: View Submitted Cases.....	44
3.7.2:	Step 2: Open the Notes Section.....	45
3.7.3:	Step 3: Open Notes Tab.....	46
3.8:	Obtaining a Right-to-Sue	47
3.8.1:	Step 1: Start a New Form	47
3.8.2:	Step 2: Select the Right-to-Sue Form.....	48
3.8.3:	Step 3: Review Instructions	49
3.8.4:	Step 4: Get Started	50



California Civil Rights System – User Guide

3.8.5:	Step 5: Enter Related Parties.....	51
3.8.6:	Step 6: Enter Complaint Details.....	57
3.8.7:	Step 7: Upload Files.....	58
3.8.8:	Step 8: Enter Demographics.....	59
3.8.9:	Step 9: Verify & Submit.....	60
3.9:	Amending a Right-to-Sue.....	62
3.9.1:	Step 1: View Submitted Cases.....	62
3.9.2:	Step 2: Open the Form.....	63
3.9.3:	Step 3: Edit the Right-to-Sue Form.....	64
3.10:	Requesting Public Records.....	65
3.10.1:	Step 1: Start a New Form.....	65
3.10.2:	Step 2: Select the Request Public Records Form.....	66
3.10.3:	Step 3: Review Instructions.....	67
3.10.4:	Step 4: Get Started.....	68
3.10.5:	Step 5: Enter Request Details.....	69
3.10.6:	Step 6: Upload Files.....	70
3.10.7:	Step 7: Verify & Submit.....	71
Appendix A:	Release Notes.....	73
	Release 1.0.....	73
	Release 2.0.....	73

California Civil Rights System – User Guide

1: Introduction

1.1: User Guide Overview

The User Guide is organized into the following sections:

1. Introduction

- Introduces this guide, with an overview of the CCRS

2. System Overview

- Provides a general description of the most common screens in CCRS

3. Common User Scenarios

- Provides step-by-step instructions for many common uses of CCRS

Appendix A

- Describes the changes for each CCRS release

California Civil Rights System – User Guide

2: System Overview

This section provides an overview of the primary pages that comprise the California Civil Right System (CCRS). The pages are presented in a typical sequence that users will experience when interacting with CCRS.

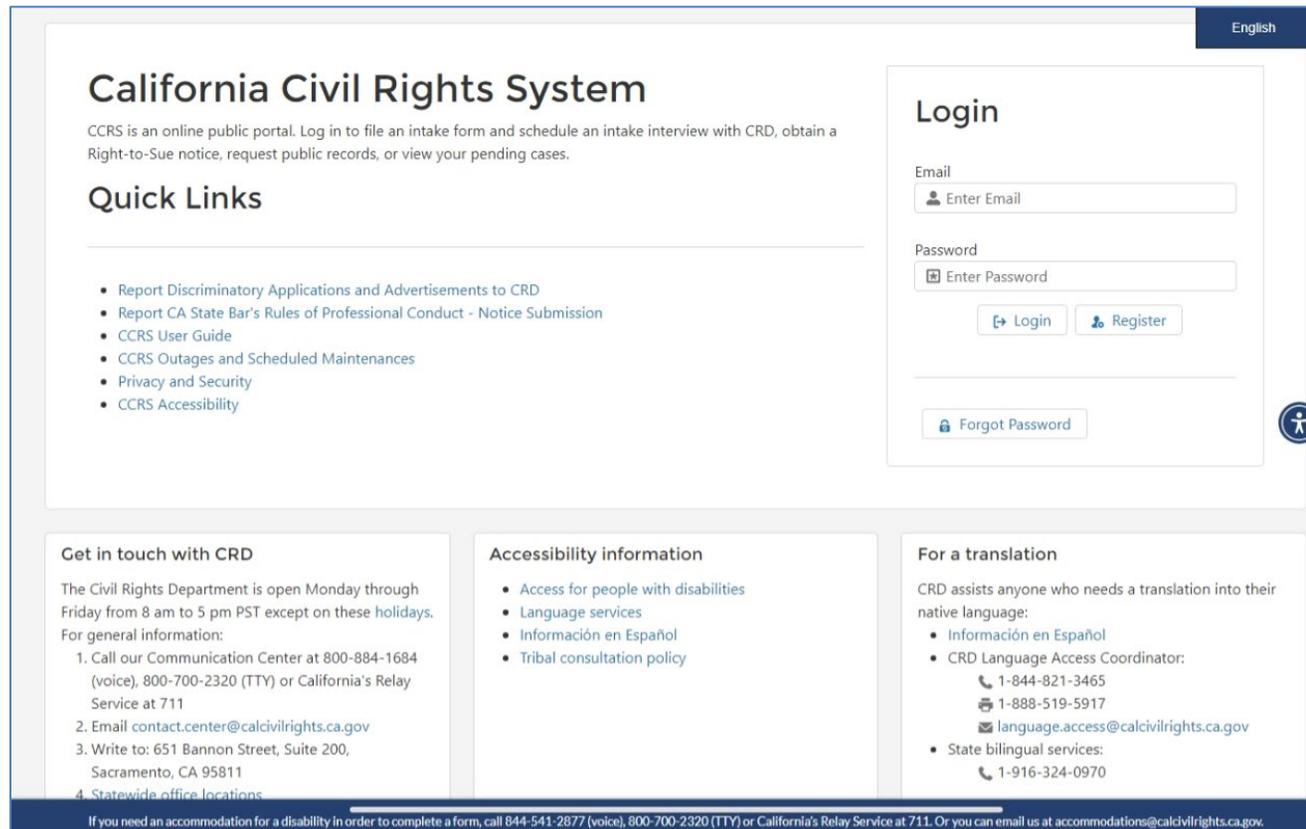
The CCRS system has the following key functionality:

- Filing, viewing, or editing a Civil Rights Complaint
- Creating a Right-to-Sue document
- Submit a request for documents (also known as a PRA request)

Step-by-step instructions for common CCRS usages can be found in section 3. Common User Scenarios.

2.1: Login Screen

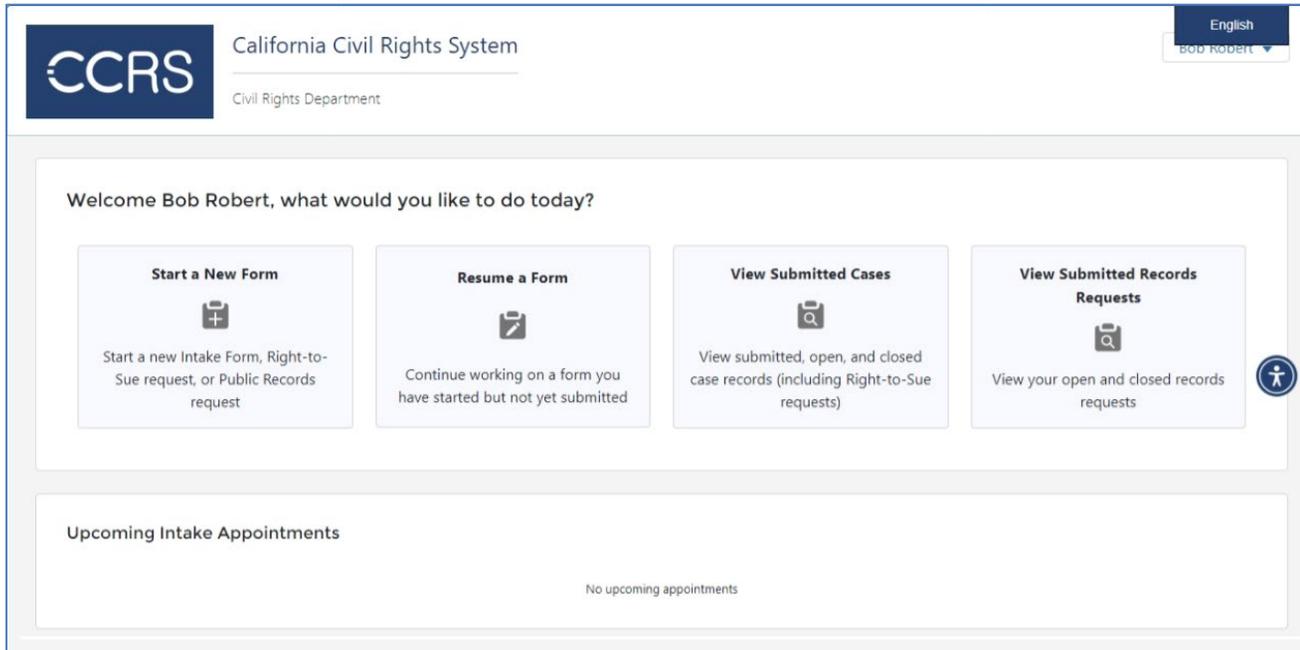
This is the page displayed to access CCRS Provides information about the system and links to helpful resources



The screenshot shows the California Civil Rights System login page. At the top right, there is a language selector set to "English". The main heading is "California Civil Rights System" with a sub-heading: "CCRS is an online public portal. Log in to file an intake form and schedule an intake interview with CRD, obtain a Right-to-Sue notice, request public records, or view your pending cases." Below this is a "Quick Links" section with a list of links: "Report Discriminatory Applications and Advertisements to CRD", "Report CA State Bar's Rules of Professional Conduct - Notice Submission", "CCRS User Guide", "CCRS Outages and Scheduled Maintenances", "Privacy and Security", and "CCRS Accessibility". To the right is a "Login" form with fields for "Email" (with a user icon) and "Password" (with a lock icon), both containing "Enter" text. Below the fields are "Login" and "Register" buttons. A "Forgot Password" link is at the bottom of the form. At the bottom of the page, there are three columns of information: "Get in touch with CRD" (hours and contact info), "Accessibility information" (links to accessibility resources), and "For a translation" (CRD assistance and contact info).

Actions Available

- Register for a CCRS account
- Log into CCRS
- Reset your password
- Access accessibility information
- Access translation resources
- Contact CRD



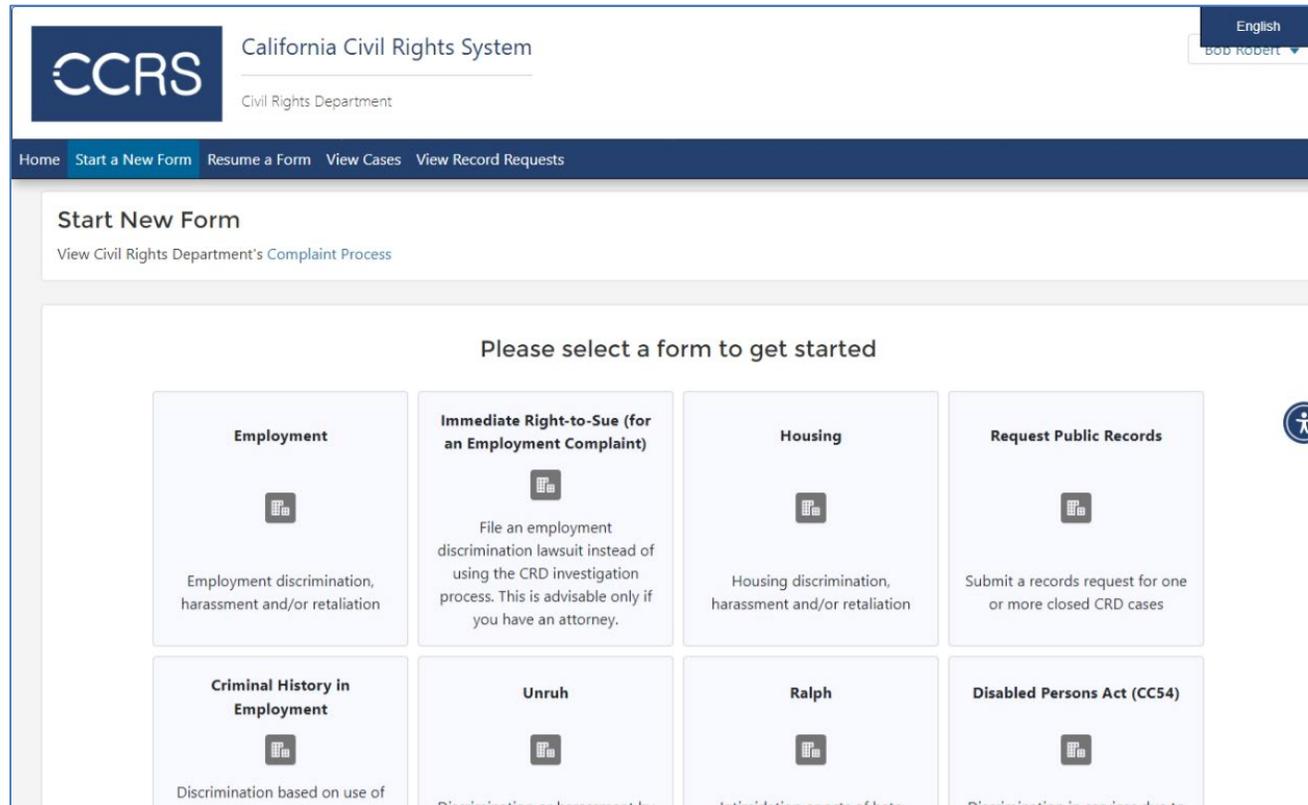
The screenshot shows the CCRS Home Screen. At the top left is the CCRS logo and the text "California Civil Rights System" and "Civil Rights Department". At the top right, there is a language dropdown set to "English" and a user profile for "Bob Robert". The main content area starts with a welcome message: "Welcome Bob Robert, what would you like to do today?". Below this are four action cards: "Start a New Form" (with a plus icon), "Resume a Form" (with a document icon), "View Submitted Cases" (with a magnifying glass icon), and "View Submitted Records Requests" (with a magnifying glass icon). A small blue circular icon with a person silhouette is located to the right of the "View Submitted Records Requests" card. Below these cards is a section titled "Upcoming Intake Appointments" which displays "No upcoming appointments".

2.2: Home Screen

This is the first page displayed upon accessing CCRS

Actions Available

- Start a New Form
- Resume a Form
- View Submitted Cases
- View Submit Records Requests
- View Upcoming Intake Appointments
- Log out of CCRS



CCRS California Civil Rights System
Civil Rights Department

English
Bob Robert

Home Start a New Form Resume a Form View Cases View Record Requests

Start New Form

View Civil Rights Department's Complaint Process

Please select a form to get started

<p>Employment</p> <p>Employment discrimination, harassment and/or retaliation</p>	<p>Immediate Right-to-Sue (for an Employment Complaint)</p> <p>File an employment discrimination lawsuit instead of using the CRD investigation process. This is advisable only if you have an attorney.</p>	<p>Housing</p> <p>Housing discrimination, harassment and/or retaliation</p>	<p>Request Public Records</p> <p>Submit a records request for one or more closed CRD cases</p>
<p>Criminal History in Employment</p> <p>Discrimination based on use of</p>	<p>Unruh</p> <p>Discrimination or harassment by</p>	<p>Ralph</p> <p>Intimidation or acts of hate</p>	<p>Disabled Persons Act (CC54)</p> <p>Discrimination in services due to</p>

2.3: Start New Form Screen

Displays all of the forms available to be completed in CCRS

Actions Available

- Start a New Form. Forms available are:
- Employment
- Immediate Right-to-Sue
- Housing
- Request Public Records
- Criminal History in Employment
- Unruh
- Ralph
- Disabled Person Act (CC54)
- Government Code 11135
- Government Code 12990(c)
- Sexual Harassment Prevention Training
- Human Trafficking
- Resume a Form
- View Cases
- View Records Request

CCRS California Civil Rights System
Civil Rights Department

English
BOB ROBERT

Home Start a New Form Resume a Form View Cases View Record Requests

Sandbox: uat

Get Started

It is important that you read these instructions completely before you start the intake form.

Submitting an intake form does not constitute the filing of a complaint. By submitting this form, you are asking the Civil Rights Department (CRD) to review the information you provide for possible filing and investigation of a CRD complaint. After the completion and submission of this intake form you will be scheduled for an intake interview with a CRD representative. The CRD representative will determine if a complaint can be accepted for investigation. Your submission of this document acknowledges that you have read and agree to the CRD's Privacy Policy

To complete the intake form you must provide information about the facts of your complaint including the person(s), business(es) or landlord that caused you harm. As you complete each section of the form your progress will be saved. If you are unable to complete the entire form now you can return to change or complete the form within 30 days of starting it. If you do not submit the Intake Form within 30 days of first starting it, the information you provided will be deleted. **YOU MUST COMPLETE AND SUBMIT THE FORM FOR THE CRD TO REVIEW IT.**

Further details on the complaint process.

Please call the CRD at 800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711 if you are not sure if this is the correct Intake Form for your case, or for any other questions.

Do you require disability related accommodations when interacting with CRD?

Case Summary
Case #: 202411-25446001
Case Name:
Form Type:

2.4: Form Detail Screen

Provides information about the specific form filing a Complaint and links to helpful resources

Using the blue form steps on the left, navigate throughout the form

Form steps are unique for the type of form

Actions Available

- Select a form step
- Select “Previous” to move to the previous form step
- Select “Next” to move forward a step in the form

The screenshot shows the California Civil Rights System (CCRS) interface. At the top left is the CCRS logo and the text "California Civil Rights System" and "Civil Rights Department". On the top right, there is a language dropdown menu set to "English" and a user profile for "Bob Roberts". Below the header is a navigation bar with links: "Home", "Start a New Form", "Resume a Form", "View Cases", and "View Record Requests". A browser tab is open for "Sandbox: uat". The main content area displays a confirmation message:

Confirmation
Your case has been submitted. Your case ID number is 202411-25446001.

You have successfully submitted an Intake Form with the CRD. This is not a filed complaint. The intake interview process will determine whether the CRD will secure a filed complaint for investigation.

Sincerely,
Civil Rights Department

2.5: Confirmation Screen

Provides confirmation that the form has been submitted successfully

Actions Available

- Start a New Form
- Resume a Form
- View Cases
- View Records Request

California Civil Rights System
Civil Rights Department

English
Bob Robert

Home Start a New Form **Resume a Form** View Cases View Record Requests

Show 20 Sort By Sort By Search Show Filter

202411-25446201			
Form Type	Employment	Submit Date	
Case Number	202411-25446201	Filed Date	
Closed Date		Status	Unsubmitted
Assigned Staff	Pending		

View Form Files & Notes Print Summary

First Previous 1 of 1 Next Last

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@calcivilrights.ca.gov.

2.6: Resume Form Screen

Displays cards for cases where the form has not been submitted

Actions Available

- Sort and filter forms
- View forms
- Attach files and notes
- Print a summary of the form

California Civil Rights System
Civil Rights Department

English
Bob Roberts

Home Start a New Form Resume a Form **View Cases** View Record Requests

Show 20 Sort By Sort By Search Show Filter

202411-25446001 - Robert / Big bad Business			
Form Type	Employment	Submit Date	11/01/2024
Case Number	202411-25446001	Filed Date	
Closed Date		Status	New
Assigned Staff	Pending		

202411-25446201			
Form Type	Employment	Submit Date	
Case Number	202411-25446201	Filed Date	
Closed Date		Status	Unsubmitted
Assigned Staff	Pending		

View Form Files & Notes Print Summary Withdraw

View Form Files & Notes Print Summary

First Previous 1 of 1 Next Last

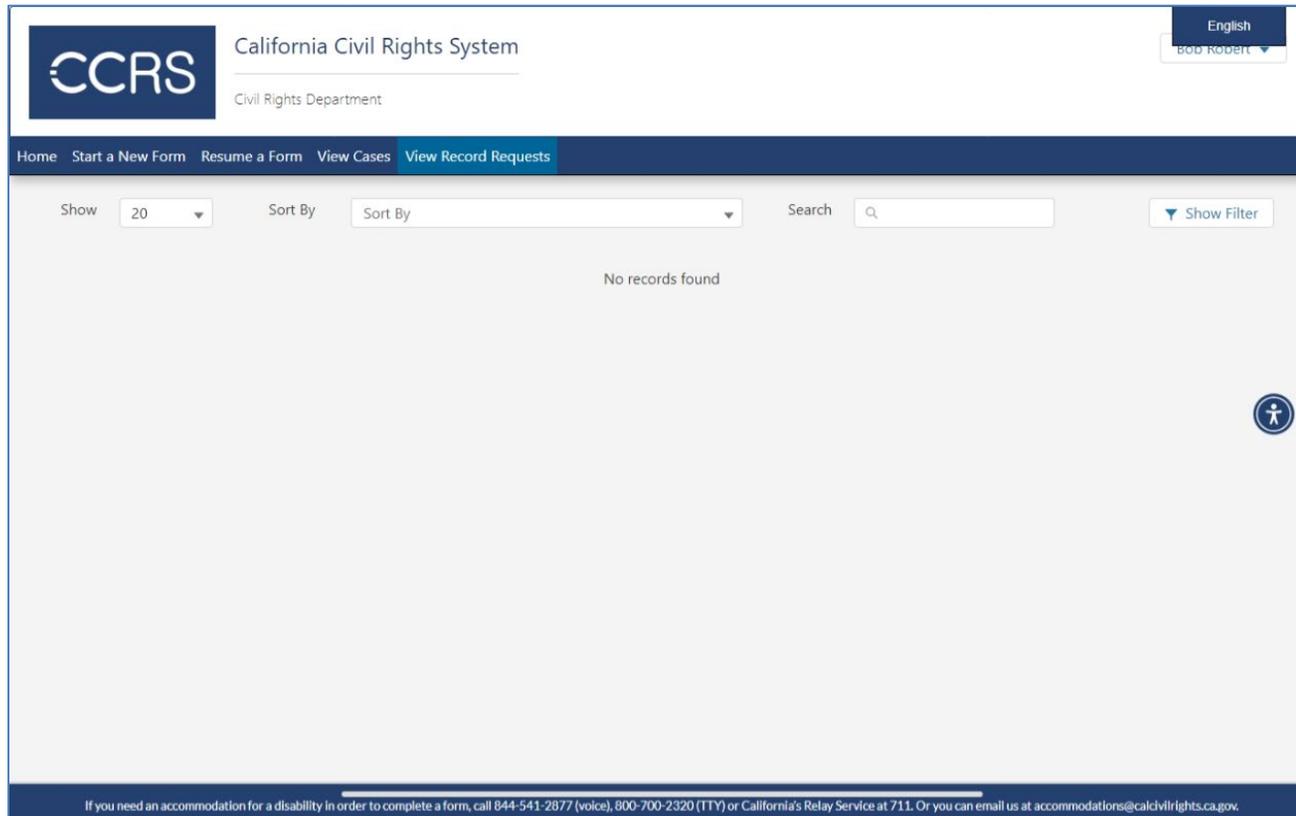
If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@calcivilrights.ca.gov.

2.7: View Cases Screen

Displays cards for all cases

Actions Available

- Sort and filter forms
- View forms
- Attach files and notes
- Print a summary of the form



2.8: View Record Requests Screen

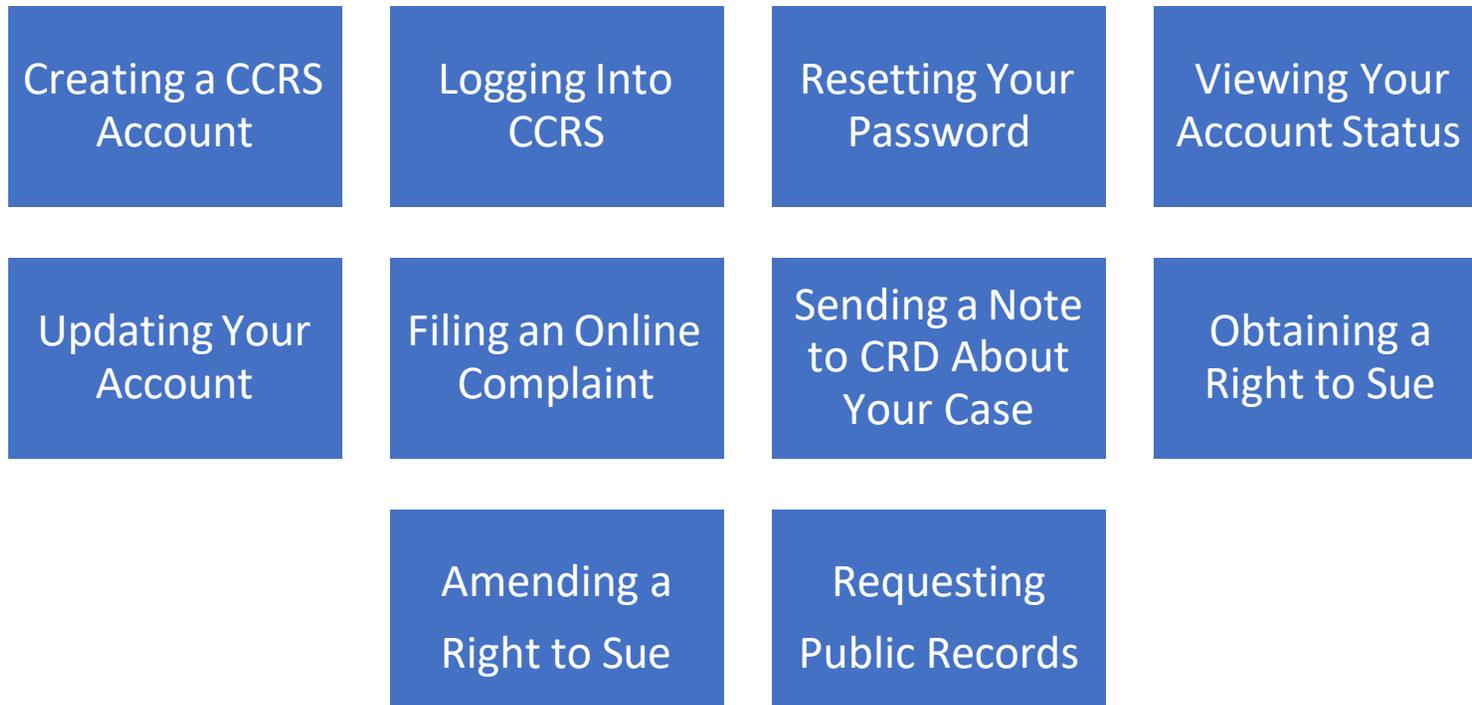
Displays cards for all Request Public Records cases

Actions Available

- Sort and filter forms
- View forms
- Attach files and notes
- Print a summary of the form

3: Common User Scenarios

Following are a few of the most common ways a user may interact with the California Civil Rights System (CCRS). This guide is not intended to be a comprehensive list of all the ways to use the CCRS.



California Civil Rights System – User Guide

3.1: Creating a CCRS Account

3.1.1: Step 1: Access the Registration Screen



Select “Register”

California Civil Rights System

CCRS is an online public portal. Log in to file an intake form and schedule an intake interview with CRD, obtain a Right-to-Sue notice, request public records, or view your pending cases.

Quick Links

- Report Discriminatory Applications and Advertisements to CRD
- Report CA State Bar's Rules of Professional Conduct - Notice Submission
- CCRS User Guide
- CCRS Outages and Scheduled Maintenances
- Privacy and Security
- CCRS Accessibility

Login

Email

Enter Email

Password

Enter Password

Login
Register A

Forgot Password

Get in touch with CRD

The Civil Rights Department is open Monday through Friday from 8 am to 5 pm PST except on these holidays.
For general information:

1. Call our Communication Center at 800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711
2. Email contact.center@calcivilrights.ca.gov
3. Write to: 651 Bannon Street, Suite 200, Sacramento, CA 95811
4. Statewide office locations

Accessibility information

- [Access for people with disabilities](#)
- [Language services](#)
- [Información en Español](#)
- [Tribal consultation policy](#)

For a translation

CRD assists anyone who needs a translation into their native language:

- [Información en Español](#)
- CRD Language Access Coordinator:
 - [1-844-821-3465](tel:1-844-821-3465)
 - [1-888-519-5917](tel:1-888-519-5917)
 - language.access@calcivilrights.ca.gov
- State bilingual services:
 - [1-916-324-0970](tel:1-916-324-0970)

California Civil Rights System – User Guide

3.1.2: Step 2: Complete Required Information

CCRS

Account Registration

Pronouns Salutation **First Name*** **Last Name***

Phone Number* **Email Address***

Phone number is required

Register with an address

Address

Street*

City* **State*** **Zip***

How did you hear about CRD?

[Click here to read CRD's Privacy Policy](#)

I agree to CRD's Privacy Policy

I'm not a robot

Register

A

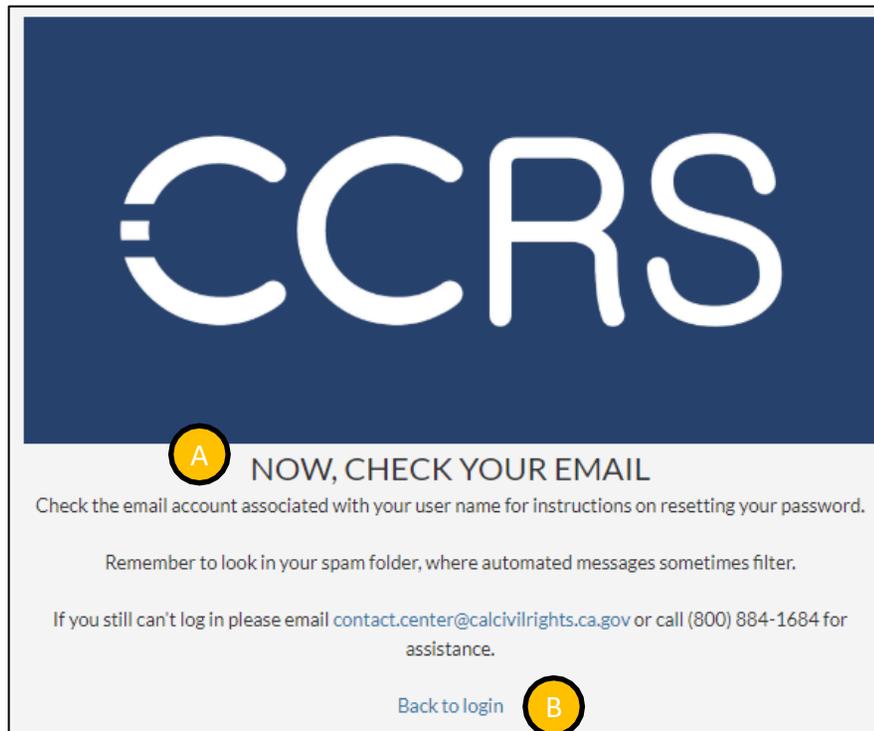
- Complete all required information
- Required information is denoted by both an asterisk following the field label as well as by the field label displaying in a bold red font
- Required fields include First Name, Last Name, Email Address, Street, City, State and Zip.

B

- Agree to the CRDs' Privacy Policy by clicking the box
- Complete the reCAPTCHA challenge, if presented
- Select "Register"

California Civil Rights System – User Guide

3.1.3: Step 3: Check Your Email



A

- Access your email
- An email from **Cal Civil Rights System** should have been delivered
- Follow the instructions in the email

B

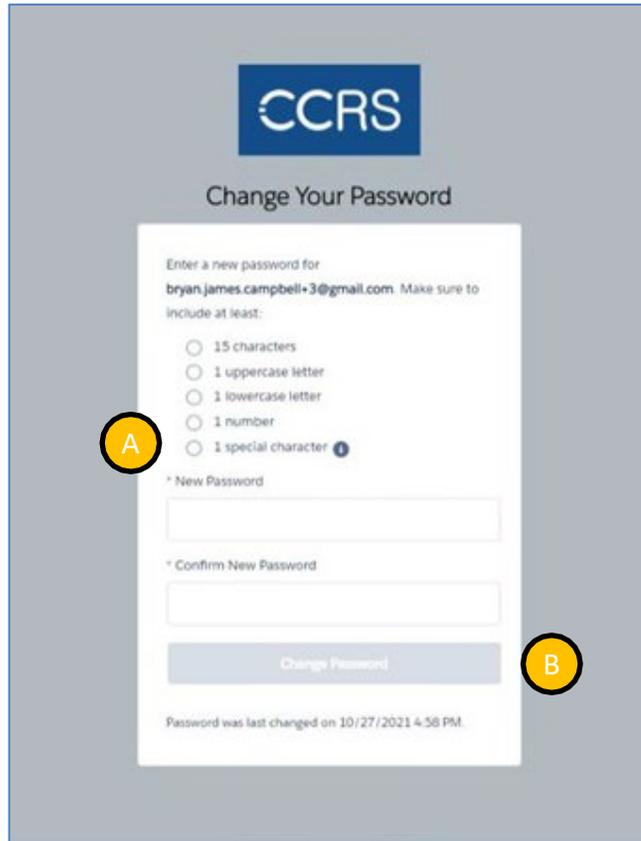
- Select “Back to login” to return to the Login screen



If you do not see an email from Cal Civil Rights System, check your email's junk folder. Otherwise, emails may be delayed based upon CCRS's transaction volume or from the email provider. If the email does not arrive, contact the Help Desk at contact.center@calcivilrights.ca.gov or call (800) 884-1684 for assistance.

California Civil Rights System – User Guide

3.1.4: Step 4: Set Your Password



CCRS

Change Your Password

Enter a new password for
bryan.james.campbell+3@gmail.com. Make sure to
include at least:

- 15 characters
- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special character ⓘ

* New Password

* Confirm New Password

Change Password

Password was last changed on 10/27/2021 4:58 PM.

A

- Following the criteria, create a new password
- Enter the **New Password**
- Enter the **Confirm New Password**

B

- Select “Change Password”

California Civil Rights System – User Guide

3.2: Logging Into CCRS

California Civil Rights System

CCRS is an online public portal. Log in to file an intake form and schedule an intake interview with CRD, obtain a Right-to-Sue notice, request public records, or view your pending cases.

Quick Links

- [Report Discriminatory Applications and Advertisements to CRD](#)
- [Report CA State Bar's Rules of Professional Conduct - Notice Submission](#)
- [CCRS User Guide](#)
- [CCRS Outages and Scheduled Maintenances](#)
- [Privacy and Security](#)
- [CCRS Accessibility](#)

Login

Email

Password

Get in touch with CRD

The Civil Rights Department is open Monday through Friday from 8 am to 5 pm PST except on these holidays. For general information:

1. Call our Communication Center at 800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711
2. Email contact.center@calcivilrights.ca.gov
3. Write to: 651 Bannon Street, Suite 200, Sacramento, CA 95811
4. [Statewide office locations](#)

Accessibility information

- [Access for people with disabilities](#)
- [Language services](#)
- [Información en Español](#)
- [Tribal consultation policy](#)

For a translation

CRD assists anyone who needs a translation into their native language:

- [Información en Español](#)
- CRD Language Access Coordinator:
 - 📞 1-844-821-3465
 - 📞 1-888-519-5917
 - ✉ language.access@calcivilrights.ca.gov
- State bilingual services:
 - 📞 1-916-324-0970



- Enter the Email used when registering with the CCRS
- Enter the Password



- Select "Login"



- In the event of a lost or forgotten password, see section 3.3 Resetting Your Password

California Civil Rights System – User Guide

3.3: Resetting Your Password

3.3.1: Step 1: Access the Password Reset Screen



- Select “Forgot Password”

California Civil Rights System

CCRS is an online public portal. Log in to file an intake form and schedule an intake interview with CRD, obtain a Right-to-Sue notice, request public records, or view your pending cases.

Quick Links

- [Report Discriminatory Applications and Advertisements to CRD](#)
- [Report CA State Bar's Rules of Professional Conduct - Notice Submission](#)
- [CCRS User Guide](#)
- [CCRS Outages and Scheduled Maintenances](#)
- [Privacy and Security](#)
- [CCRS Accessibility](#)

Login

Email

Password

[Login](#) [Register](#)

[Forgot Password](#) **A**

Get in touch with CRD

The Civil Rights Department is open Monday through Friday from 8 am to 5 pm PST except on these holidays. For general information:

1. Call our Communication Center at 800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711
2. Email contact.center@calcivilrights.ca.gov
3. Write to: 651 Bannon Street, Suite 200, Sacramento, CA 95811
4. [Statewide office locations](#)

Accessibility information

- [Access for people with disabilities](#)
- [Language services](#)
- [Información en Español](#)
- [Tribal consultation policy](#)

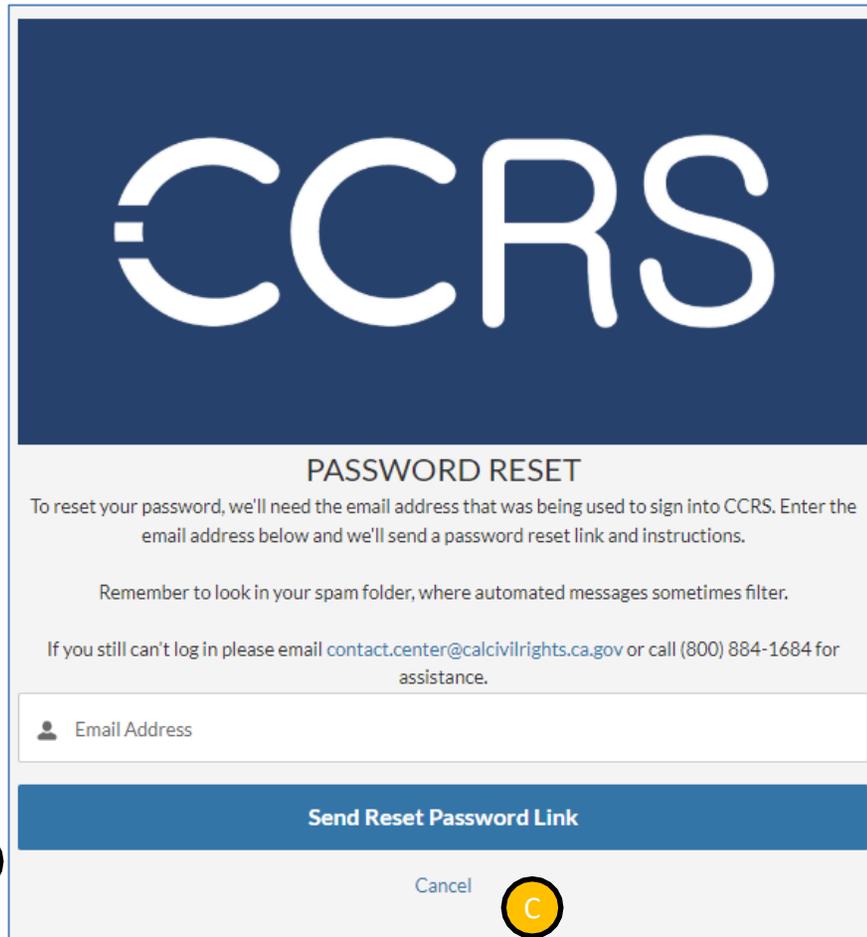
For a translation

CRD assists anyone who needs a translation into their native language:

- [Información en Español](#)
- CRD Language Access Coordinator:
 - 📞 1-844-821-3465
 - 📠 1-888-519-5917
 - ✉ language.access@calcivilrights.ca.gov
- State bilingual services:
 - 📞 1-916-324-0970

California Civil Rights System – User Guide

3.3.2: Step 2: Enter Email Address



The screenshot shows a web form for password reset. At the top is the CCRS logo. Below it, the text reads "PASSWORD RESET" and "To reset your password, we'll need the email address that was being used to sign into CCRS. Enter the email address below and we'll send a password reset link and instructions." There is a note about checking the spam folder and contact information. A text input field labeled "Email Address" is highlighted with a yellow circle 'A'. Below the input field is a blue button labeled "Send Reset Password Link" highlighted with a yellow circle 'B'. At the bottom right of the form is a "Cancel" link highlighted with a yellow circle 'C'.

A

- Enter the **Email Address** used for accessing the Portal

B

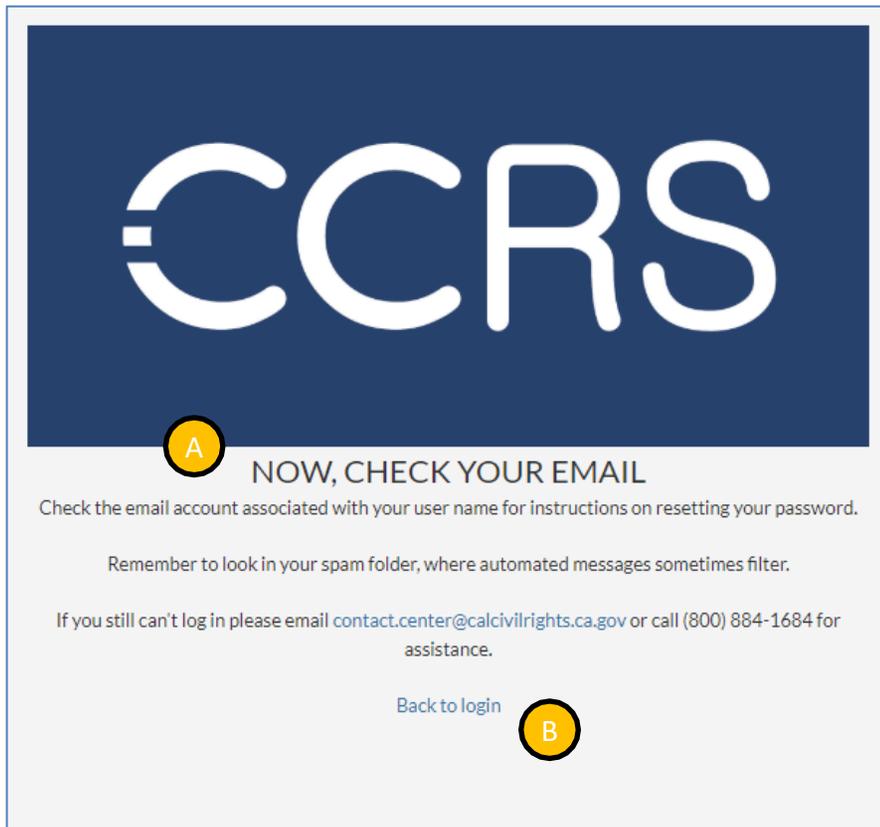
- Select “Send Reset Password Link”
- The Portal will send a verification link to the provided email address
- Open the email from Cal Civil Rights System
- Follow the provided instructions and select the secure link

C

- If the password is found or should not be changed, select “Cancel”

California Civil Rights System – User Guide

3.3.3: Step 3: Check Your Email



A

- Access your email
- An email from Cal Civil Rights System should have been delivered
- Follow the instructions in the email

B

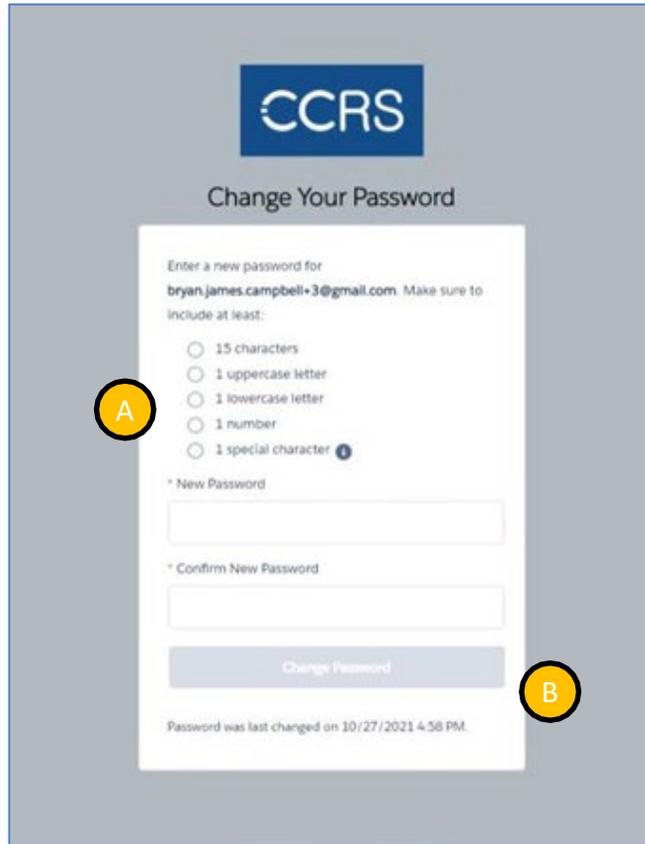
- Select “Back to login” to return to the Login screen



If you do not see an email from Cal Civil Rights System, check your email's junk folder. Otherwise, emails may be delayed based upon CCRS's transaction volume or from the email provider. If the email does not arrive, contact the Help Desk at contact.center@calcivilrights.ca.gov or call (800) 884-1684 for assistance.

California Civil Rights System – User Guide

3.3.4: Step 4: Reset Your Password



CCRS

Change Your Password

Enter a new password for
bryan.james.campbell+3@gmail.com. Make sure to
include at least:

- 15 characters
- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special character ⓘ

* New Password

* Confirm New Password

Change Password

Password was last changed on 10/27/2021 4:58 PM.

A

- Following the criteria, create a new password
- Enter the New Password
- Enter the Confirm New Password

B

- Select “Change Password”

3.4: Viewing Your Account Status

CCRS California Civil Rights System
Civil Rights Department

Welcome Bob Robert, what would you like to do today?

- Start a New Form**
Start a new Intake Form, Right-to-Sue request, or Public Records request
- Resume a Form**
Continue working on a form you have started but not yet submitted
- View Submitted Cases**
View submitted, open, and closed case records (including Right-to-Sue requests)
- View Submitted Records Requests**
View your open and closed records requests

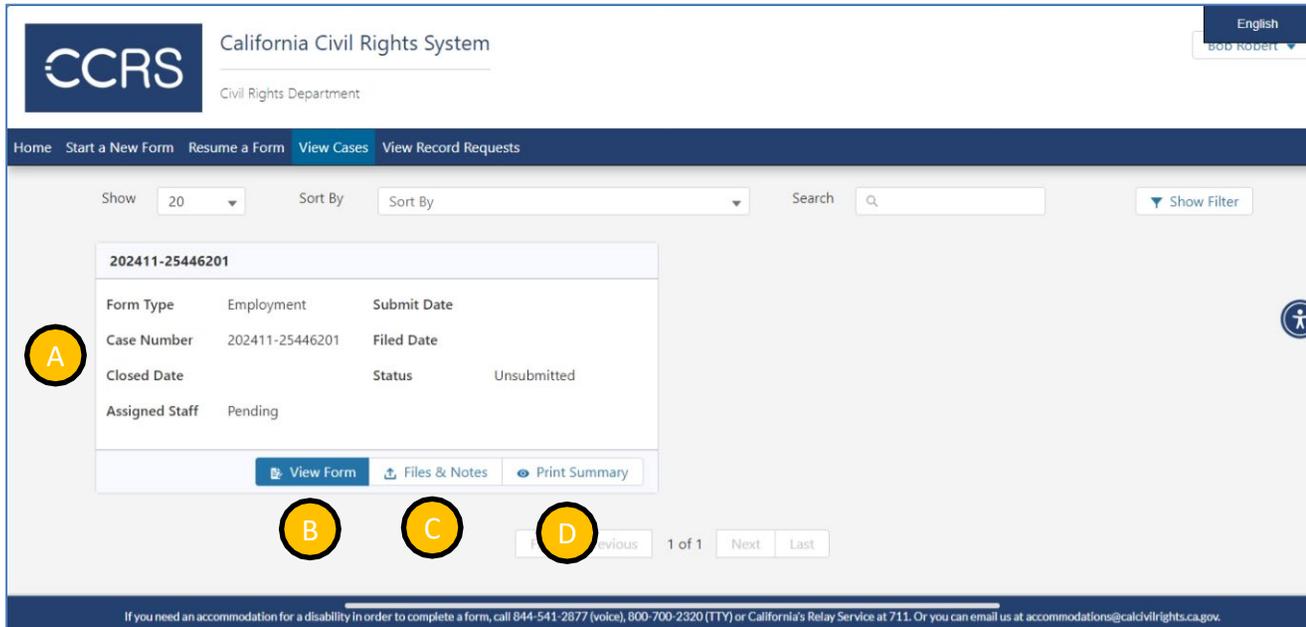
Upcoming Intake Appointments
No upcoming appointments

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@calcivilrights.ca.gov.



- To view your Account Status, select “View Submitted Cases”

California Civil Rights System – User Guide



English
Bob Robert

CCRS California Civil Rights System
Civil Rights Department

Home Start a New Form Resume a Form **View Cases** View Record Requests

Show 20 Sort By Sort By Search Show Filter

202411-25446201			
Form Type	Employment	Submit Date	
Case Number	202411-25446201	Filed Date	
Closed Date		Status	Unsubmitted
Assigned Staff	Pending		

View Form Files & Notes Print Summary

Previous 1 of 1 Next Last

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@calcivilrights.ca.gov.

A

- The Case Number, Status, Assigned Staff, Date Submitted, Date Filed, and Date Closed for open and closed cases displays

B

- Select “View Form” to view the completed form

C

- Select “Files & Notes” to upload, download, or delete files and/or add notes
- See section [3.7 Sending a Note to CRD About Your Case](#)

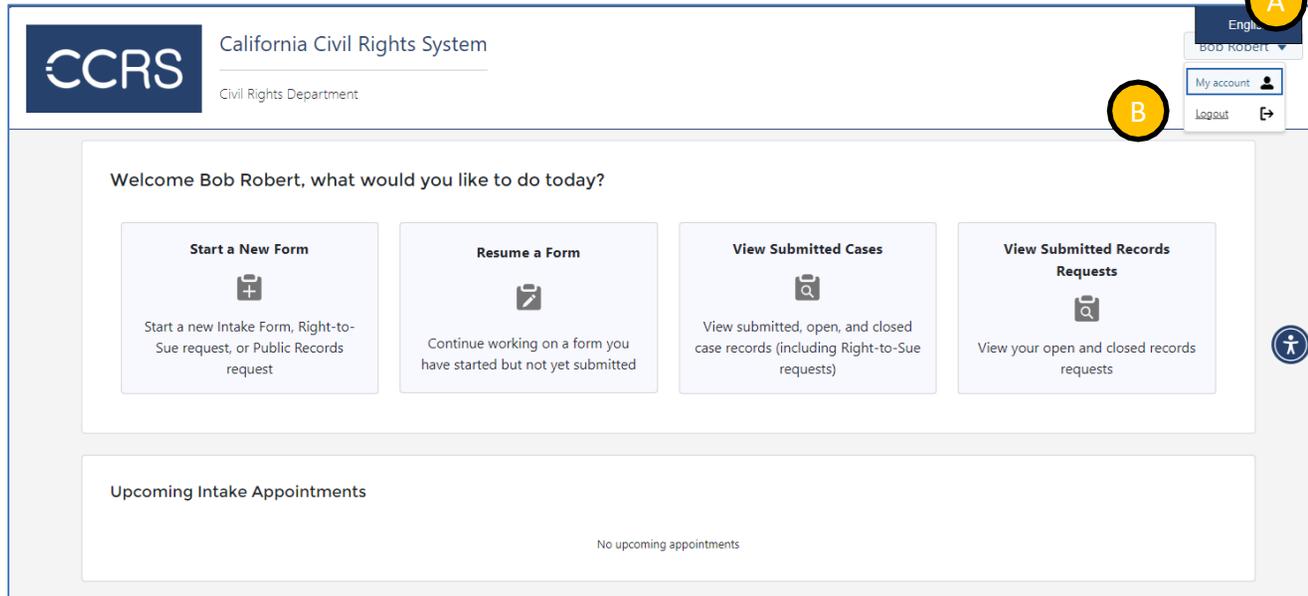
D

- Select “Print Summary” for a printable view

California Civil Rights System – User Guide

3.5: Updating Your Account

3.5.1: Step 1: Access Your Account

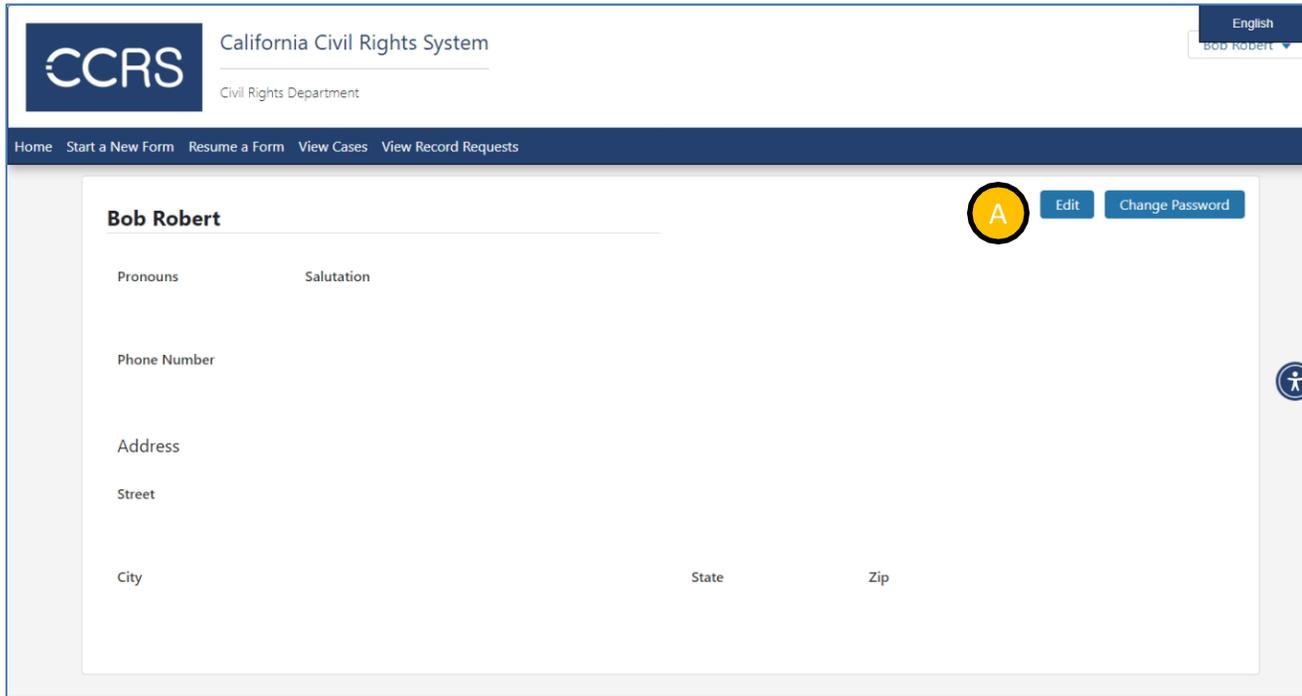


- Select the arrow icon from the user dropdown menu

- Select “My account” from the user dropdown menu

California Civil Rights System – User Guide

3.5.2: Step 2: Edit Your Account



CCRS California Civil Rights System
Civil Rights Department

English
Bob Robert

Home Start a New Form Resume a Form View Cases View Record Requests

Bob Robert

Pronouns Salutation

Phone Number

Address

Street

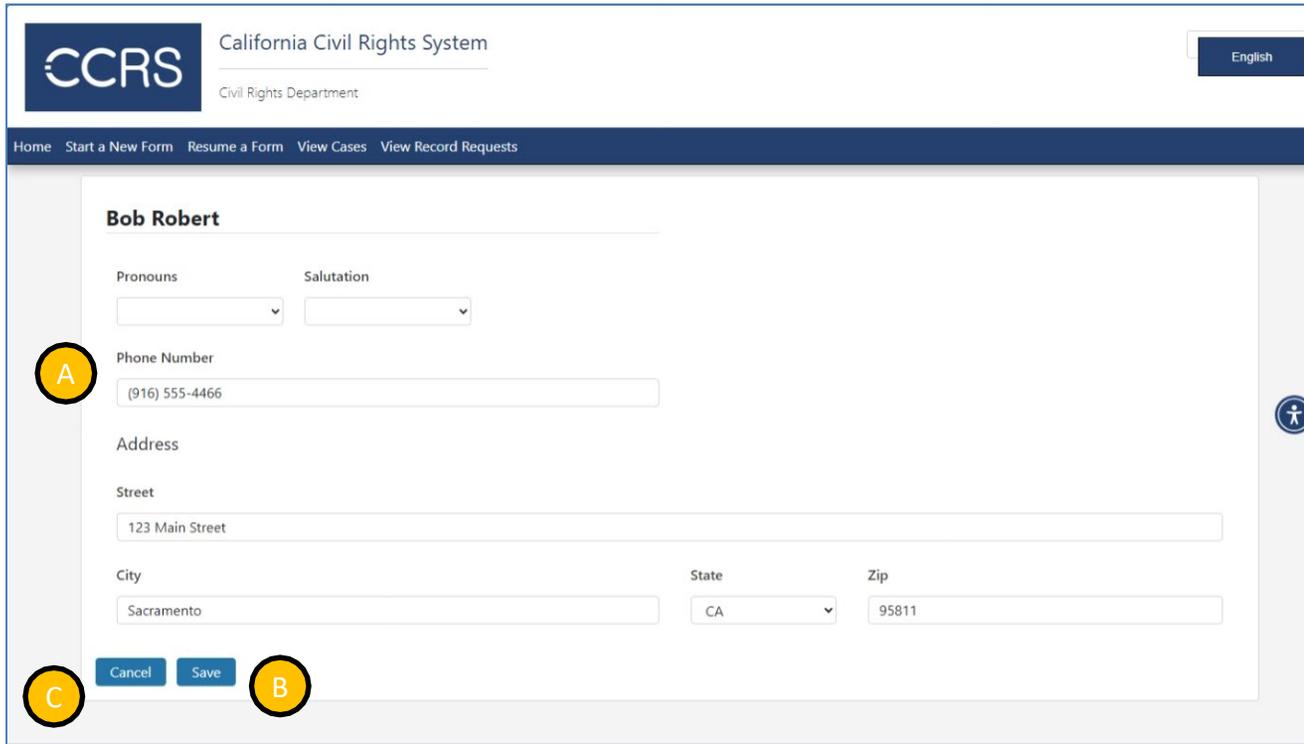
City State Zip

Edit Change Password

- Select “Edit” to make changes to your account

California Civil Rights System – User Guide

3.5.3: Step 3: Save Changes to Your Account



CCRS California Civil Rights System
Civil Rights Department

English

Home Start a New Form Resume a Form View Cases View Record Requests

Bob Robert

Pronouns Salutation

Phone Number
(916) 555-4466

Address

Street
123 Main Street

City State Zip
Sacramento CA 95811

Cancel Save

A

- Update to your name and/or Contact Information

B

- Select “Save” to apply any changes

C

- If information does not need to be updated, select “Cancel”

3.6: Filing an Online Complaint

3.6.1: Step 1: Start a New Form



- When logged in (see section [3.2 Logging Into CCRS](#)), select “Start a New Form”

The screenshot shows the CCRS user dashboard. At the top left is the CCRS logo and the text "California Civil Rights System" and "Civil Rights Department". At the top right, it says "English" and "Bob Robert". The main content area is titled "Welcome Bob Robert, what would you like to do today?". Below this are four cards: "Start a New Form" (with a plus icon and a yellow circle 'A' callout), "Resume a Form", "View Submitted Cases", and "View Submitted Records Requests". Below these cards is a section for "Upcoming Intake Appointments" which says "No upcoming appointments". At the bottom, there is a footer with contact information for accommodations.

California Civil Rights System – User Guide

3.6.2: Step 2: Select the Form Type



- Select the form to file.

California Civil Rights System
Civil Rights Department

English
Bob Robert

Home Start a New Form Resume a Form View Cases View Record Requests

Start New Form

View Civil Rights Department's Complaint Process

Please select a form to get started

Employment Employment discrimination, harassment and/or retaliation	Immediate Right-to-Sue (for an Employment Complaint) File an employment discrimination lawsuit instead of using the CRD investigation process. This is advisable only if you have an attorney.	Housing Housing discrimination, harassment and/or retaliation	Request Public Records Submit a records request for one or more closed CRD cases
Criminal History in Employment 	Unruh 	Ralph 	Disabled Persons Act (CC54)

California Civil Rights System – User Guide

3.6.3: Step 3: Enter Required Information

Employment
Employment discrimination, harassment and/or retaliation

Did any of the alleged incidents occur in California?*

Yes No

Have you already filed this complaint with the U.S. Equal Employment Opportunity Commission (EEOC)?*

Yes No

Is your complaint against a federal government agency or employer?*

Yes No

Does your complaint allege discrimination based on the use of criminal history information in an employment decision?*

Yes No

How many people work for the employer/company that you are filing this complaint against? (Estimate for the whole company, not just your job site.)*

1-4 5-14 15-19 19-49 50-100 101-200 201-500 501 or more Unknown

Cancel Create

Criminal History in Employment Unruh Ralph Disabled Persons Act (CC54)

A

- Enter the required information
- Required information is denoted by both an asterisk following the field label as well as by the field label displaying in a bold font
- The questions in the popup vary depending on the type of form to be filed

B

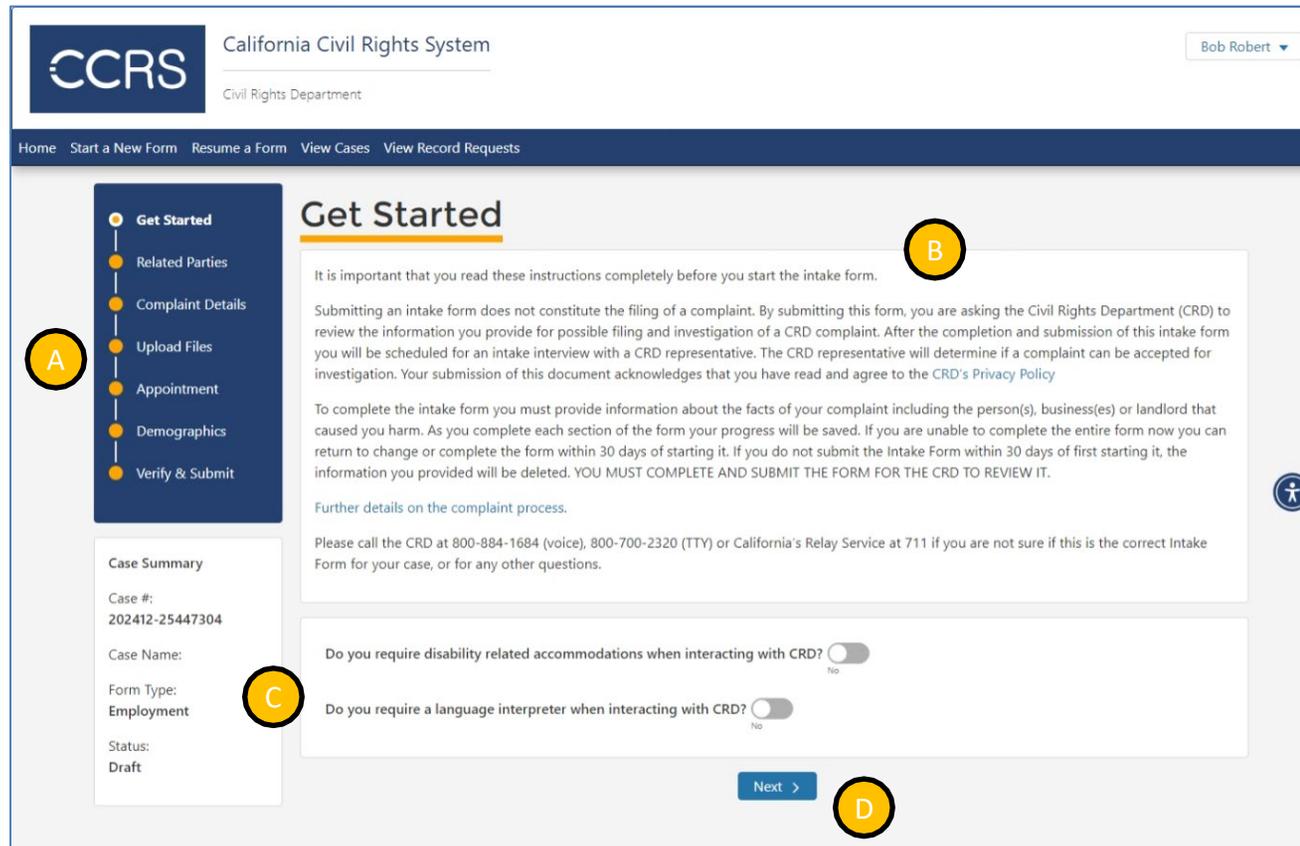
- Select “Create Intake” to save your responses and continue the form

C

- Select “Cancel” to close the popup

California Civil Rights System – User Guide

3.6.4: Step 4: Get Started



The screenshot shows the 'Get Started' page of the California Civil Rights System. On the left, a navigation menu (A) lists steps: Get Started, Related Parties, Complaint Details, Upload Files, Appointment, Demographics, and Verify & Submit. The main content area (B) contains instructions for starting the intake form. Below the instructions is a 'Case Summary' box (C) with fields for Case #, Case Name, Form Type (Employment), and Status (Draft). At the bottom, there are two toggle questions: 'Do you require disability related accommodations when interacting with CRD?' and 'Do you require a language interpreter when interacting with CRD?'. A 'Next >' button (D) is located at the bottom right of the form.

- The form navigation menu displays on the left of the screen.
- Select any step to be navigated to it. The steps vary depending on the form type.

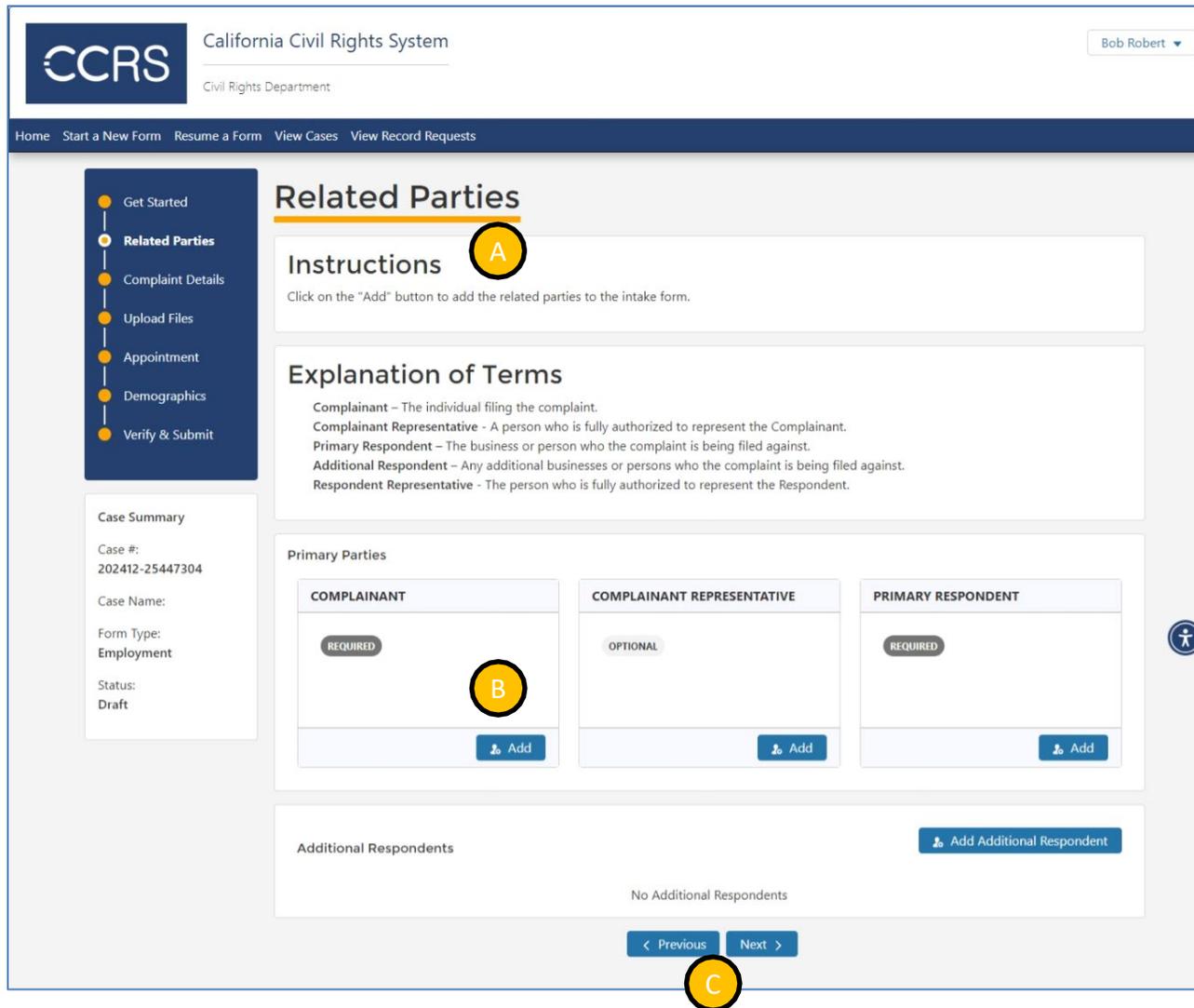
- Instructions for the form display

- Some forms confirm if special accommodations or a language interpreter is required when interacting with CRD. Select “Yes” or “No”.

- Select “Next” to continue the form

California Civil Rights System – User Guide

3.6.5: Step 5: Enter Related Parties



A

- You will be taken to the **Related Parties** screen, where there are instructions and explanation of terms

B

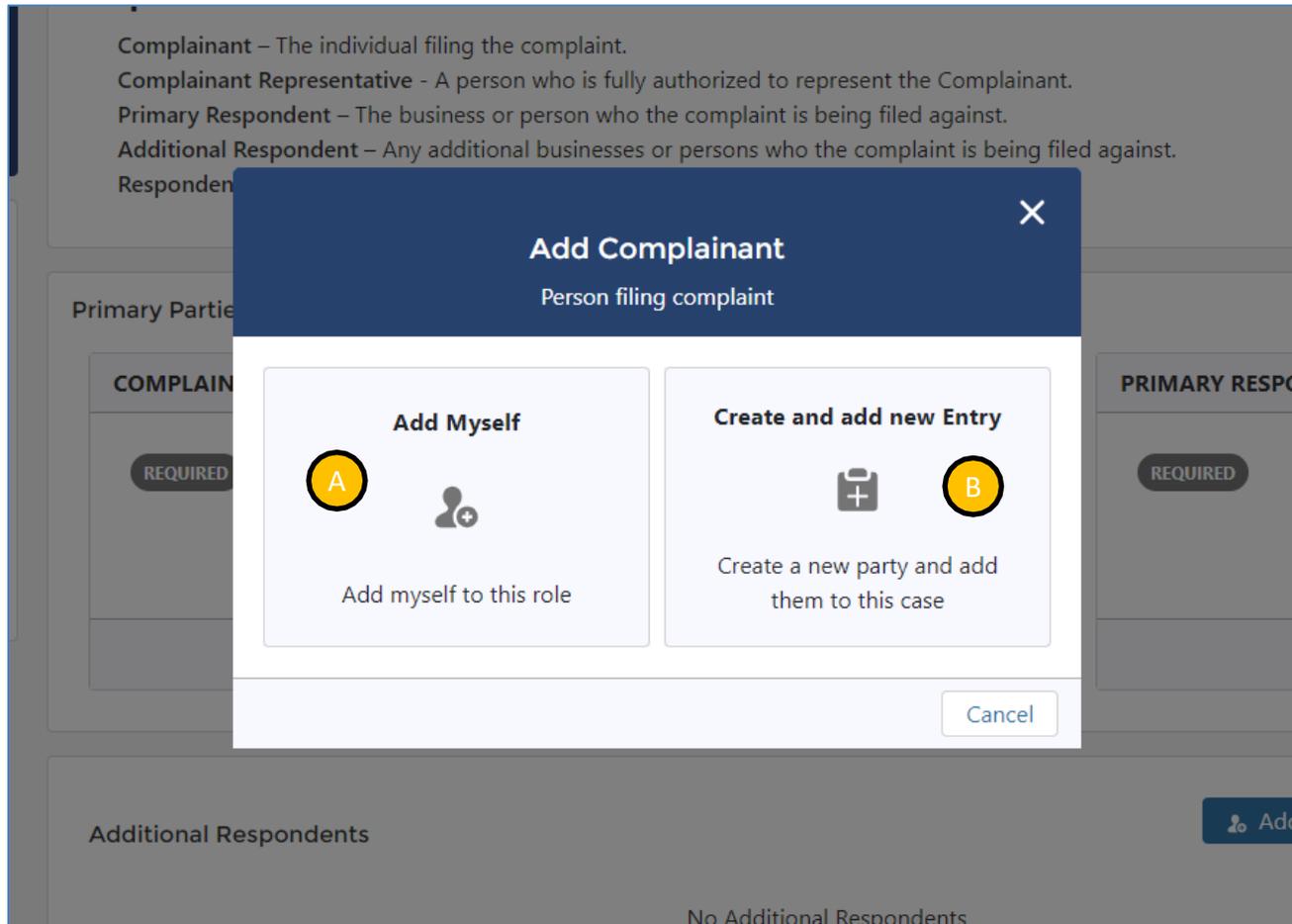
- Select “Add” in the **Complainant** box

C

- Select “Previous” to navigate to the previous form step
- Select “Next” to navigate to the next form step

California Civil Rights System – User Guide

Step 5a: Add Complainant



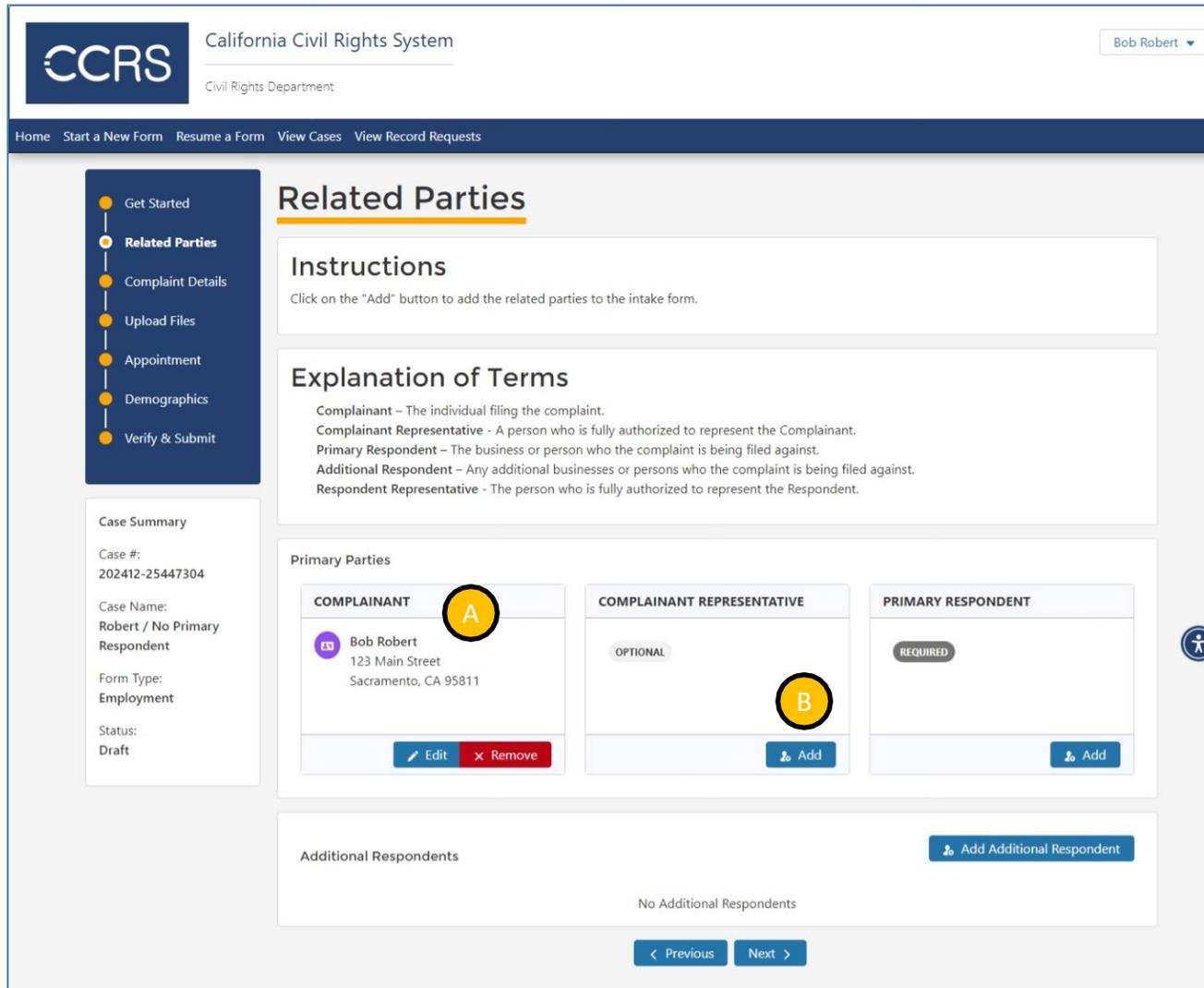
- Select “Add Myself” if you are filing your own complaint



- Select “Create and add new Entry” if you want to create a new party and add them to this case

California Civil Rights System – User Guide

Step 5b: Add Complainant Representative



CCRS California Civil Rights System Civil Rights Department

Home Start a New Form Resume a Form View Cases View Record Requests

Get Started
Related Parties
Complaint Details
Upload Files
Appointment
Demographics
Verify & Submit

Case Summary
Case #: 202412-25447304
Case Name: Robert / No Primary Respondent
Form Type: Employment
Status: Draft

Related Parties

Instructions

Click on the "Add" button to add the related parties to the intake form.

Explanation of Terms

Complainant – The individual filing the complaint.
Complainant Representative - A person who is fully authorized to represent the Complainant.
Primary Respondent – The business or person who the complaint is being filed against.
Additional Respondent – Any additional businesses or persons who the complaint is being filed against.
Respondent Representative - The person who is fully authorized to represent the Respondent.

Primary Parties

COMPLAINANT	COMPLAINANT REPRESENTATIVE	PRIMARY RESPONDENT
 Bob Robert 123 Main Street Sacramento, CA 95811	OPTIONAL	REQUIRED
Edit Remove	Add	Add

Additional Respondents [Add Additional Respondent](#)

No Additional Respondents

[< Previous](#) [Next >](#)

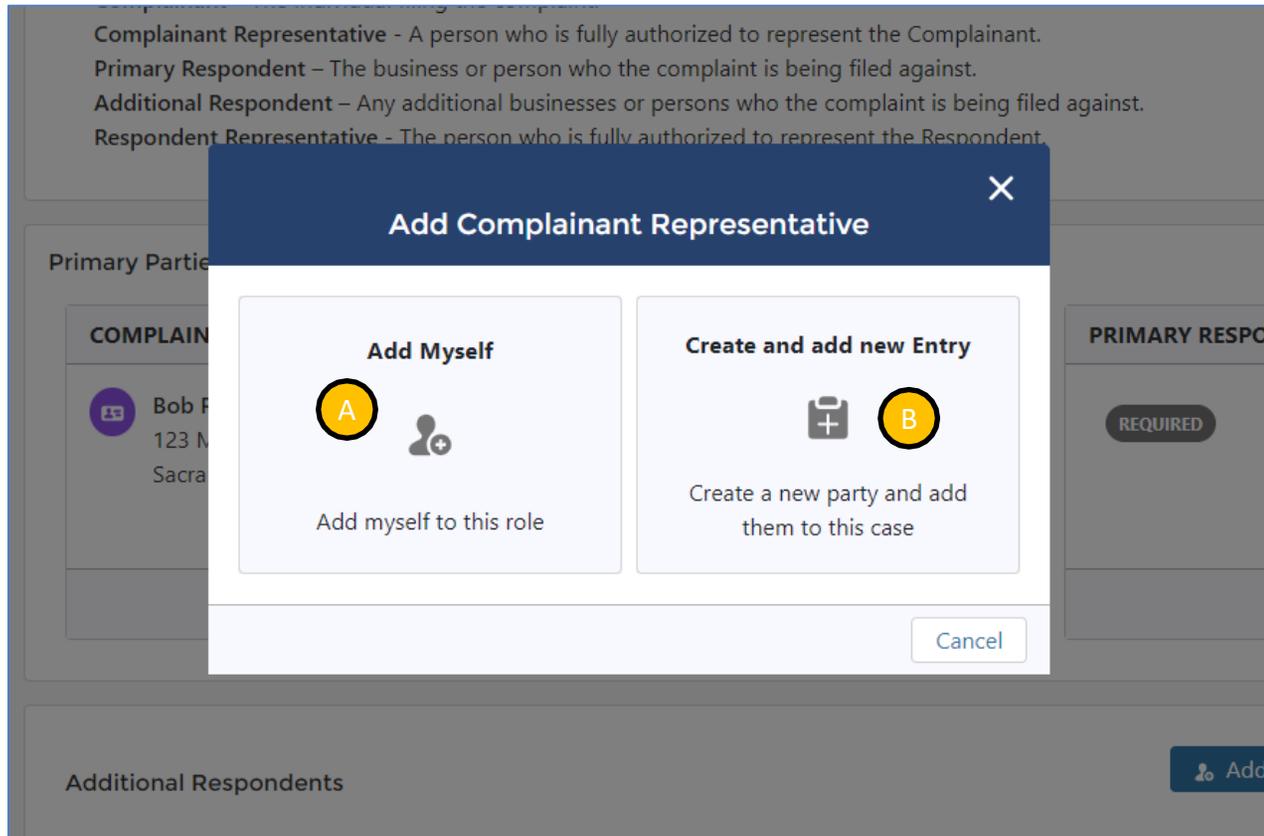
A

- After adding a complainant to the form, their information appears in the **Complainant** box
- Edit or remove the complainant information by selecting either “Edit” or “Remove”

B

- Select “Add” in the **Complainant Representative** box

California Civil Rights System – User Guide



A

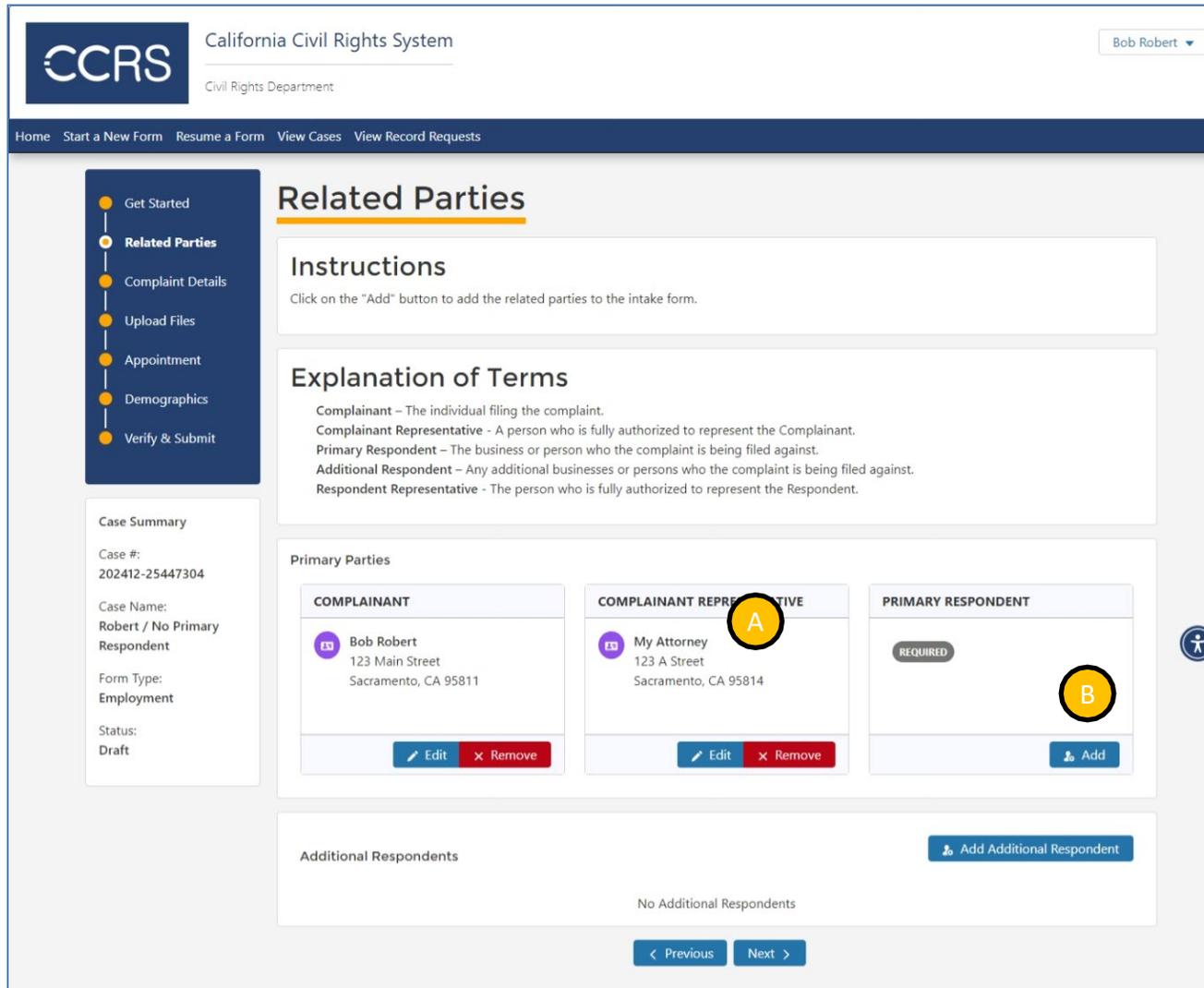
- Select “Add Myself” if you are filing your own complaint

B

- Select “Create and add new Entry” if you want to create a new party and add them to this case

California Civil Rights System – User Guide

Step 5c: Add Primary Respondent



CCRS California Civil Rights System Bob Robert
Civil Rights Department

Home Start a New Form Resume a Form View Cases View Record Requests

Related Parties

Instructions
Click on the "Add" button to add the related parties to the intake form.

Explanation of Terms
Complainant – The individual filing the complaint.
Complainant Representative - A person who is fully authorized to represent the Complainant.
Primary Respondent – The business or person who the complaint is being filed against.
Additional Respondent – Any additional businesses or persons who the complaint is being filed against.
Respondent Representative - The person who is fully authorized to represent the Respondent.

Case Summary
Case #: 202412-25447304
Case Name: Robert / No Primary Respondent
Form Type: Employment
Status: Draft

Primary Parties

COMPLAINANT	COMPLAINANT REPRESENTATIVE	PRIMARY RESPONDENT
 Bob Robert 123 Main Street Sacramento, CA 95811 Edit Remove	 My Attorney 123 A Street Sacramento, CA 95814  Edit Remove	<p>REQUIRED</p>  Add

Additional Respondents [Add Additional Respondent](#)

No Additional Respondents

[< Previous](#) [Next >](#)

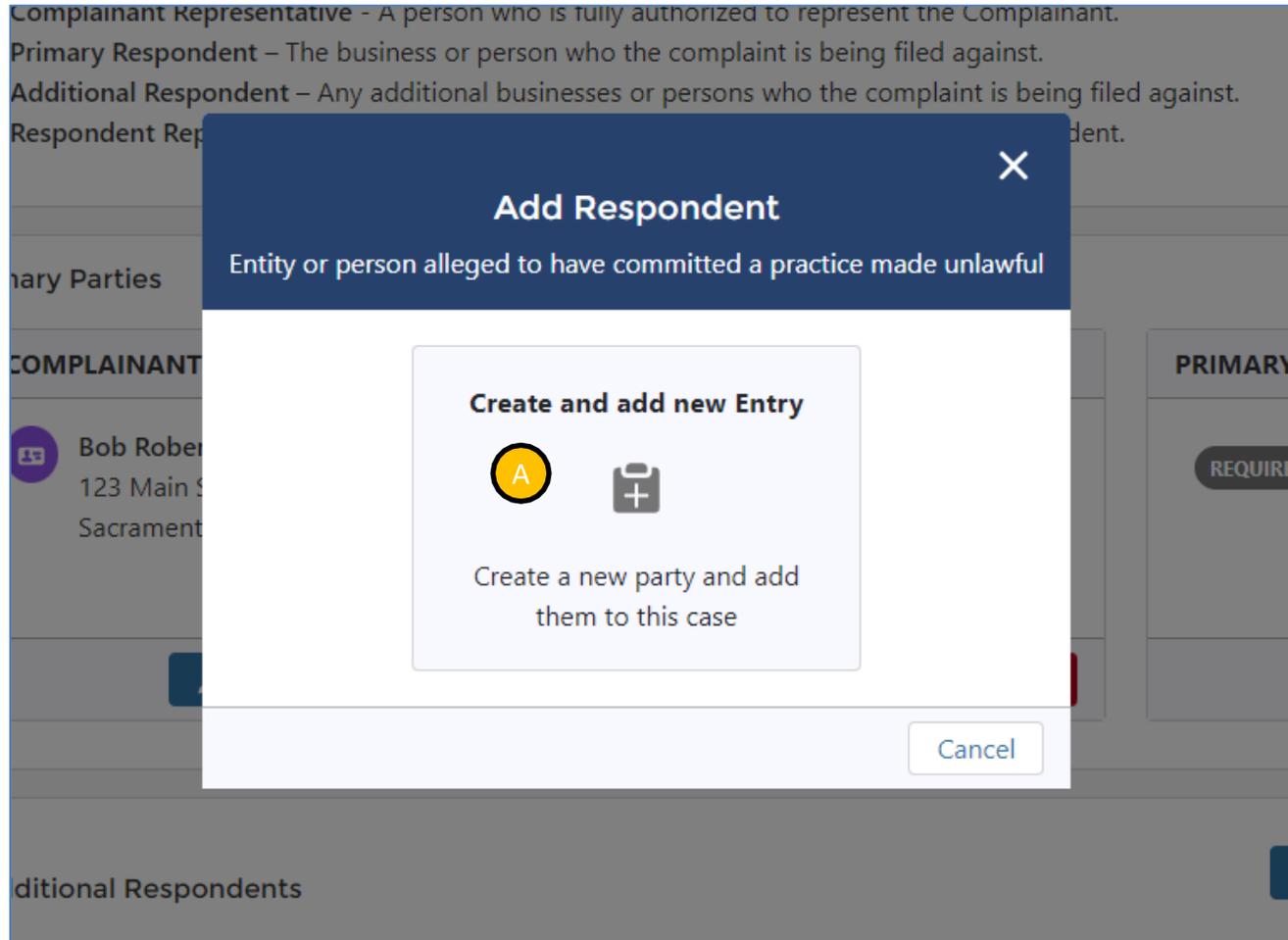
A

- After adding a complainant representative to the form, their information appears in the **Complainant Representative** box
- Edit or remove the representative information by selecting either
- “Edit” or “Remove”

B

- Select “Add” in the **Primary Respondent** box

California Civil Rights System – User Guide



- Select “Create and add new Entry” if you want to create a new party and add them to this case

California Civil Rights System – User Guide

3.6.6: Step 6: Enter Complaint Details

CCRS California Civil Rights System
Civil Rights Department

Home Start a New Form Resume a Form View Cases View Record Requests

Get Started
Related Parties
Complaint Details
Upload Files
Appointment
Demographics
Verify & Submit

Case Summary
Case #: 202412-25447304
Case Name: Robert / Big Data
Form Type: Employment
Status: Draft

Complaint Details

First Date of Harm* **Most Recent Date of Harm*** **Harm ongoing:***

Missing: First date of harm and most recent date of harm must both be entered.
Missing: Must select at least one: discrimination; harassment; retaliation;

I allege that I have experienced discrimination **A**
 I allege that I have experienced harassment
 I allege that I have experienced retaliation

Briefly describe what you believe to be the reason(s) for the discrimination, harassment, or retaliation. (Optional):

< Previous Next > **B**

A

- Enter the required information
- Required information is denoted by both an asterisk following the field label as well as by the field label displaying in a bold red font
- The questions vary depending on the type of form to be filed

B

- Select “Previous” to navigate to the previous form step
- Select “Next” to navigate to the next form step

California Civil Rights System – User Guide

3.6.7: Step 7: Upload Files

A

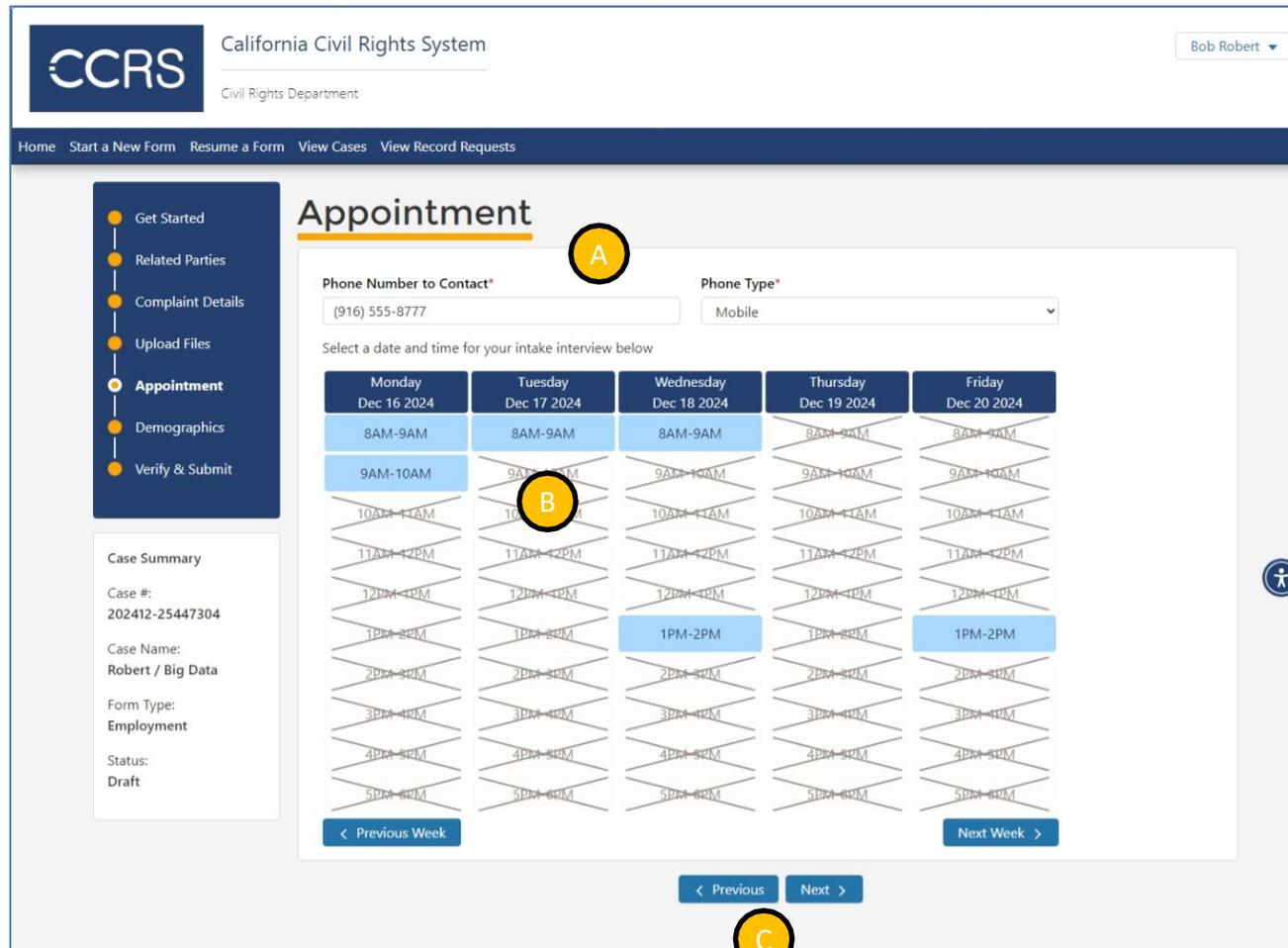
- Select “Upload Files” to include attachments with the form

B

- Select “Previous” to navigate to the previous form step
- Select “Next” to navigate to the next form step

California Civil Rights System – User Guide

3.6.8: Step 8: Make Appointment



CCRS California Civil Rights System
Civil Rights Department

Home Start a New Form Resume a Form View Cases View Record Requests

Bob Robert

Appointment

Phone Number to Contact* (916) 555-8777 Phone Type* Mobile

Select a date and time for your intake interview below

Monday Dec 16 2024	Tuesday Dec 17 2024	Wednesday Dec 18 2024	Thursday Dec 19 2024	Friday Dec 20 2024
8AM-9AM	8AM-9AM	8AM-9AM	8AM-9AM	8AM-9AM
9AM-10AM	9AM-10AM	9AM-10AM	9AM-10AM	9AM-10AM
10AM-11AM	10AM-11AM	10AM-11AM	10AM-11AM	10AM-11AM
11AM-12PM	11AM-12PM	11AM-12PM	11AM-12PM	11AM-12PM
12PM-1PM	12PM-1PM	12PM-1PM	12PM-1PM	12PM-1PM
1PM-2PM	1PM-2PM	1PM-2PM	1PM-2PM	1PM-2PM
2PM-3PM	2PM-3PM	2PM-3PM	2PM-3PM	2PM-3PM
3PM-4PM	3PM-4PM	3PM-4PM	3PM-4PM	3PM-4PM
4PM-5PM	4PM-5PM	4PM-5PM	4PM-5PM	4PM-5PM
5PM-6PM	5PM-6PM	5PM-6PM	5PM-6PM	5PM-6PM

< Previous Week Next Week >

< Previous Next >

Case Summary
Case #: 202412-25447304
Case Name: Robert / Big Data
Form Type: Employment
Status: Draft

A

- Enter the required information
- Required information is denoted by both an asterisk following the field label as well as by the field label displaying in a bold red font
- The questions vary depending on the type of form to be filed

B

- Select a date and time for the appointment. Only appointments without an x are available to be selected.

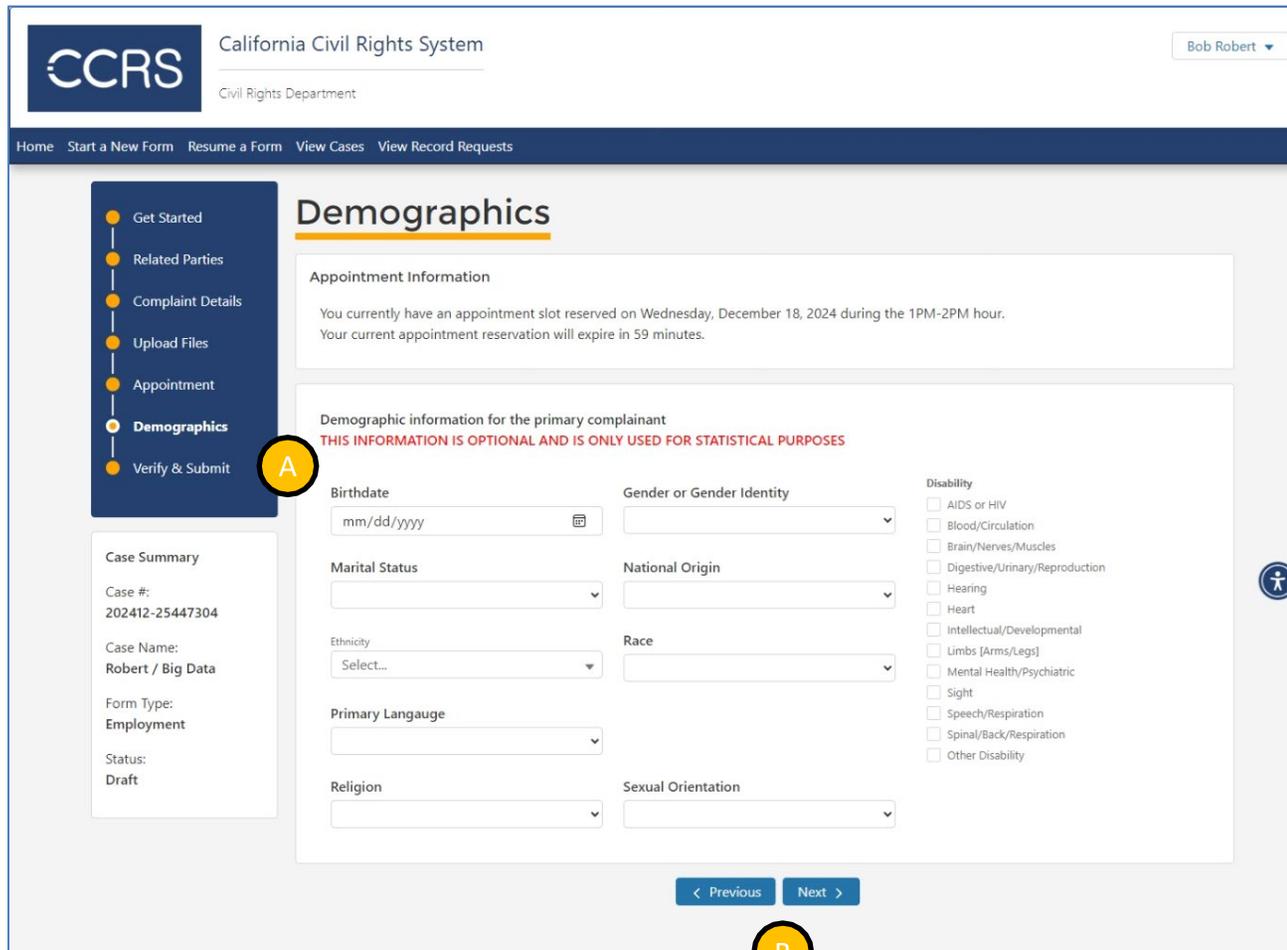
C

- Select “Previous” to navigate to the previous form step
- Select “Next” to navigate to the next form step

C

California Civil Rights System – User Guide

3.6.9: Step 9: Enter Demographics



CCRS California Civil Rights System
Civil Rights Department

Home Start a New Form Resume a Form View Cases View Record Requests

Bob Robert

Demographics

Appointment Information

You currently have an appointment slot reserved on Wednesday, December 18, 2024 during the 1PM-2PM hour.
Your current appointment reservation will expire in 59 minutes.

Demographic information for the primary complainant
THIS INFORMATION IS OPTIONAL AND IS ONLY USED FOR STATISTICAL PURPOSES

Birthdate: mm/dd/yyyy

Gender or Gender Identity: [Dropdown]

Disability:

- AIDS or HIV
- Blood/Circulation
- Brain/Nerves/Muscles
- Digestive/Urinary/Reproduction
- Hearing
- Heart
- Intellectual/Developmental
- Limbs [Arms/Legs]
- Mental Health/Psychiatric
- Sight
- Speech/Respiration
- Spinal/Back/Respiration
- Other Disability

Marital Status: [Dropdown]

National Origin: [Dropdown]

Ethnicity: Select...

Race: [Dropdown]

Primary Language: [Dropdown]

Religion: [Dropdown]

Sexual Orientation: [Dropdown]

< Previous Next >

Case Summary

Case #: 202412-25447304

Case Name: Robert / Big Data

Form Type: Employment

Status: Draft

A

- Enter the information you would like
- No information is required to file the form
- The questions vary depending on the type of form to be filed

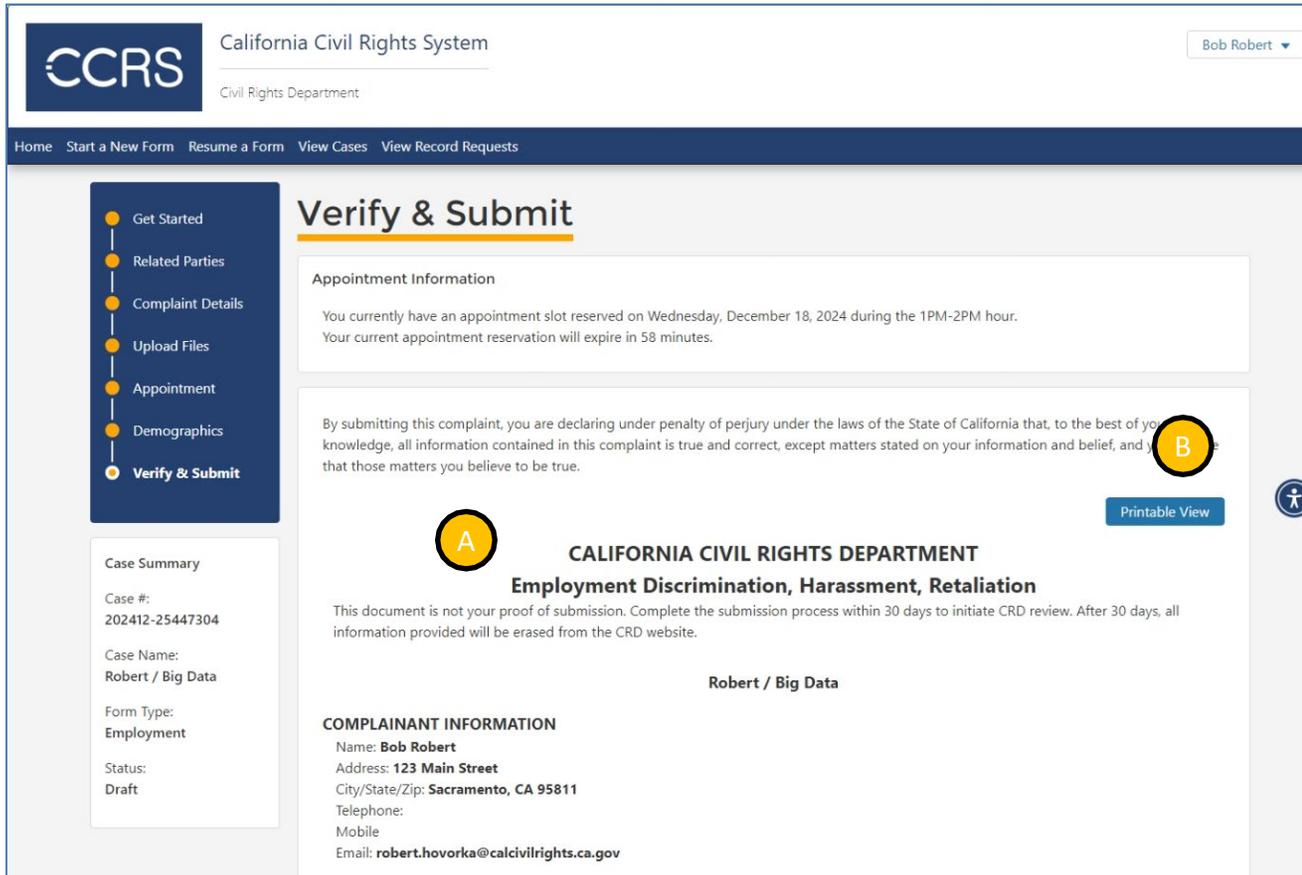
B

- Select “Previous” to navigate to the previous form step
- Select “Next” to navigate to the next form step

B

California Civil Rights System – User Guide

3.6.10: Step 10: Verify & Submit



CCRS California Civil Rights System Civil Rights Department

Home Start a New Form Resume a Form View Cases View Record Requests

Get Started
Related Parties
Complaint Details
Upload Files
Appointment
Demographics
Verify & Submit

Verify & Submit

Appointment Information

You currently have an appointment slot reserved on Wednesday, December 18, 2024 during the 1PM-2PM hour.
Your current appointment reservation will expire in 58 minutes.

By submitting this complaint, you are declaring under penalty of perjury under the laws of the State of California that, to the best of your knowledge, all information contained in this complaint is true and correct, except matters stated on your information and belief, and you believe that those matters you believe to be true.

Printable View

A

CALIFORNIA CIVIL RIGHTS DEPARTMENT
Employment Discrimination, Harassment, Retaliation

This document is not your proof of submission. Complete the submission process within 30 days to initiate CRD review. After 30 days, all information provided will be erased from the CRD website.

Robert / Big Data

COMPLAINANT INFORMATION

Name: **Bob Robert**
Address: **123 Main Street**
City/State/Zip: **Sacramento, CA 95811**
Telephone:
Mobile
Email: **robert.hovorka@calcivilrights.ca.gov**



- Verify the form summary



- Select “Printable View” for a printer-friendly version of the form

California Civil Rights System – User Guide

I ALLEGE THAT I EXPERIENCED DISCRIMINATION:

Because of my actual or perceived:
Color

As a result I was:
Demoted

Briefly describe what you believe to be the reason(s) for the discrimination, harassment, or retaliation. (Optional)
Do you need special accommodations? **No**
Do you need a language Interpreter? **No**

Appointment
Contact phone number: **(916) 555-8777**
Appointment date: **12/18/2024**
Appointment hour: **1PM-2PM**
Appointment status: **New**

NOT A LEGALLY BINDING DOCUMENT. This document does not constitute proof of filing of an Employment form with the CRD. For additional information, please visit calcivilrights.ca.gov or contact the CRD at 800-884-1684.

A

B

A

- Select “Submit” to complete the form

B

- Select “Previous” to navigate to the previous form step

California Civil Rights System – User Guide

3.7: Sending a Note to CRD About Your Case

3.7.1: Step 1: View Submitted Cases



- When logged in (see section [3.2 Logging Into CCRS](#)), select “View Submitted Cases”

CCRS California Civil Rights System
Civil Rights Department

Welcome Bob Robert, what would you like to do today?

- Start a New Form**
Start a new Intake Form, Right-to-Sue request, or Public Records request
- Resume a Form**
Continue working on a form you have started but not yet submitted
- View Submitted Cases**
View submitted, open, and closed case records (including Right-to-Sue requests)
- View Submitted Records Requests**
View your open and closed records requests

Upcoming Intake Appointments
No upcoming appointments

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@calcivilrights.ca.gov.

California Civil Rights System – User Guide

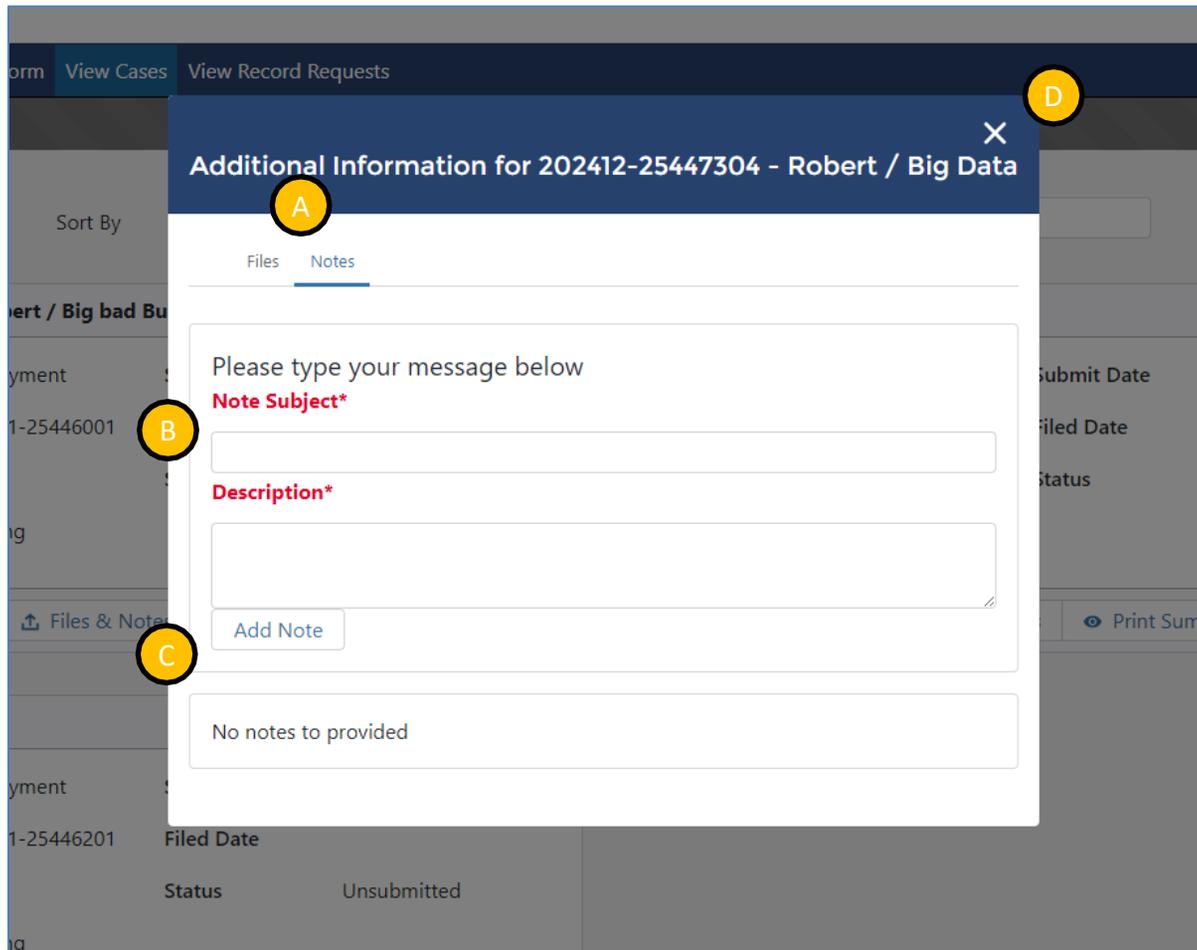
3.7.2: Step 2: Open the Notes Section



- All cases display
- Select “Files & Notes”

California Civil Rights System – User Guide

3.7.3: Step 3: Open Notes Tab



Additional Information for 202412-25447304 - Robert / Big Data

Files Notes

Please type your message below

Note Subject*

Description*

Add Note

No notes to provided

A

- Select “Notes”

B

- Enter the **Note Subject** and Description

C

- Select “Add Note”
- Multiple notes can be added by filling in the **Note Subject** and **Description**, then selecting “Add Note” after each entry

D

- Select “Close” when complete

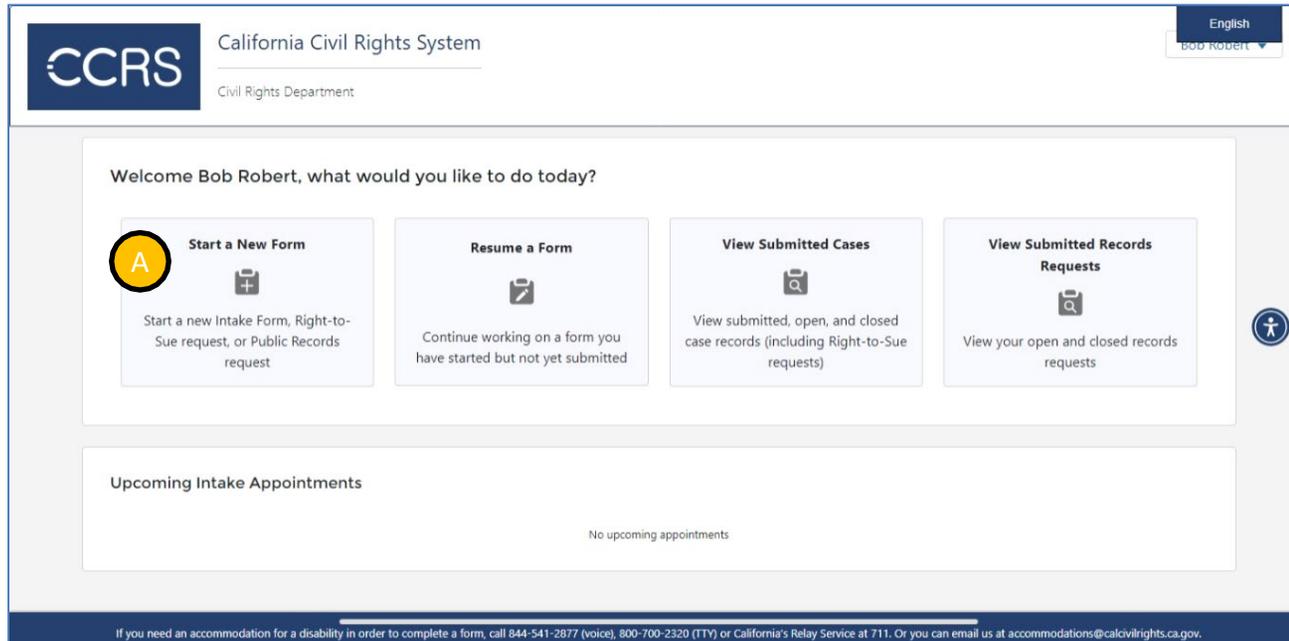
California Civil Rights System – User Guide

3.8: Obtaining a Right-to-Sue

3.8.1: Step 1: Start a New Form



- When logged in (see section [3.2 Logging Into CCRS](#)), select “Start a New Form”



CCRS California Civil Rights System
Civil Rights Department

Welcome Bob Robert, what would you like to do today?

- Start a New Form**
Start a new Intake Form, Right-to-Sue request, or Public Records request
- Resume a Form**
Continue working on a form you have started but not yet submitted
- View Submitted Cases**
View submitted, open, and closed case records (including Right-to-Sue requests)
- View Submitted Records Requests**
View your open and closed records requests

Upcoming Intake Appointments

No upcoming appointments

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@calcivilrights.ca.gov.

California Civil Rights System – User Guide

3.8.2: Step 2: Select the Right-to-Sue Form

The screenshot shows the 'Start New Form' page of the California Civil Rights System. The page title is 'Please select a form to get started'. There are eight form options displayed in a grid:

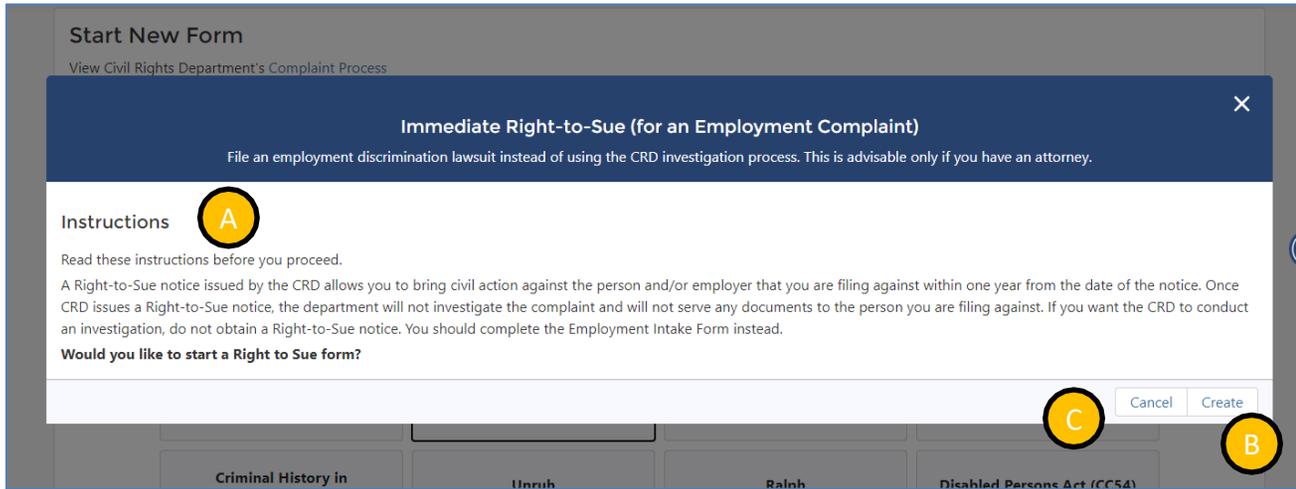
- Employment**: Employment discrimination, harassment and/or retaliation
- Immediate Right-to-Sue (for an Employment Complaint)**: File an employment discrimination lawsuit instead of using the CRD investigation process. This is advisable only if you have an attorney. (This option is highlighted with a yellow circle containing the letter 'A')
- Housing**: Housing discrimination, harassment and/or retaliation
- Request Public Records**: Submit a records request for one or more closed CRD cases
- Criminal History in Employment**: Discrimination based on use of
- Unruh**: Discrimination or harassment by
- Ralph**: Intimidation or acts of hate
- Disabled Persons Act (CC54)**: Discrimination in services due to



- Select “Immediate Right-to-Sue (for an Employment Complaint)”

California Civil Rights System – User Guide

3.8.3: Step 3: Review Instructions



The screenshot shows a web interface titled "Start New Form" with a sub-header "View Civil Rights Department's Complaint Process". A modal window titled "Immediate Right-to-Sue (for an Employment Complaint)" is open. The modal contains the following text: "File an employment discrimination lawsuit instead of using the CRD investigation process. This is advisable only if you have an attorney." Below this is a section labeled "Instructions" with a yellow circle 'A' next to it. The instructions read: "Read these instructions before you proceed. A Right-to-Sue notice issued by the CRD allows you to bring civil action against the person and/or employer that you are filing against within one year from the date of the notice. Once CRD issues a Right-to-Sue notice, the department will not investigate the complaint and will not serve any documents to the person you are filing against. If you want the CRD to conduct an investigation, do not obtain a Right-to-Sue notice. You should complete the Employment Intake Form instead." Below the instructions is a question: "Would you like to start a Right to Sue form?". At the bottom right of the modal are two buttons: "Cancel" (with a yellow circle 'C' next to it) and "Create" (with a yellow circle 'B' next to it). The background shows a list of forms including "Criminal History in", "Unruh", "Ralph", and "Disabled Persons Act (CFSA)".

A

- Read the instructions carefully

B

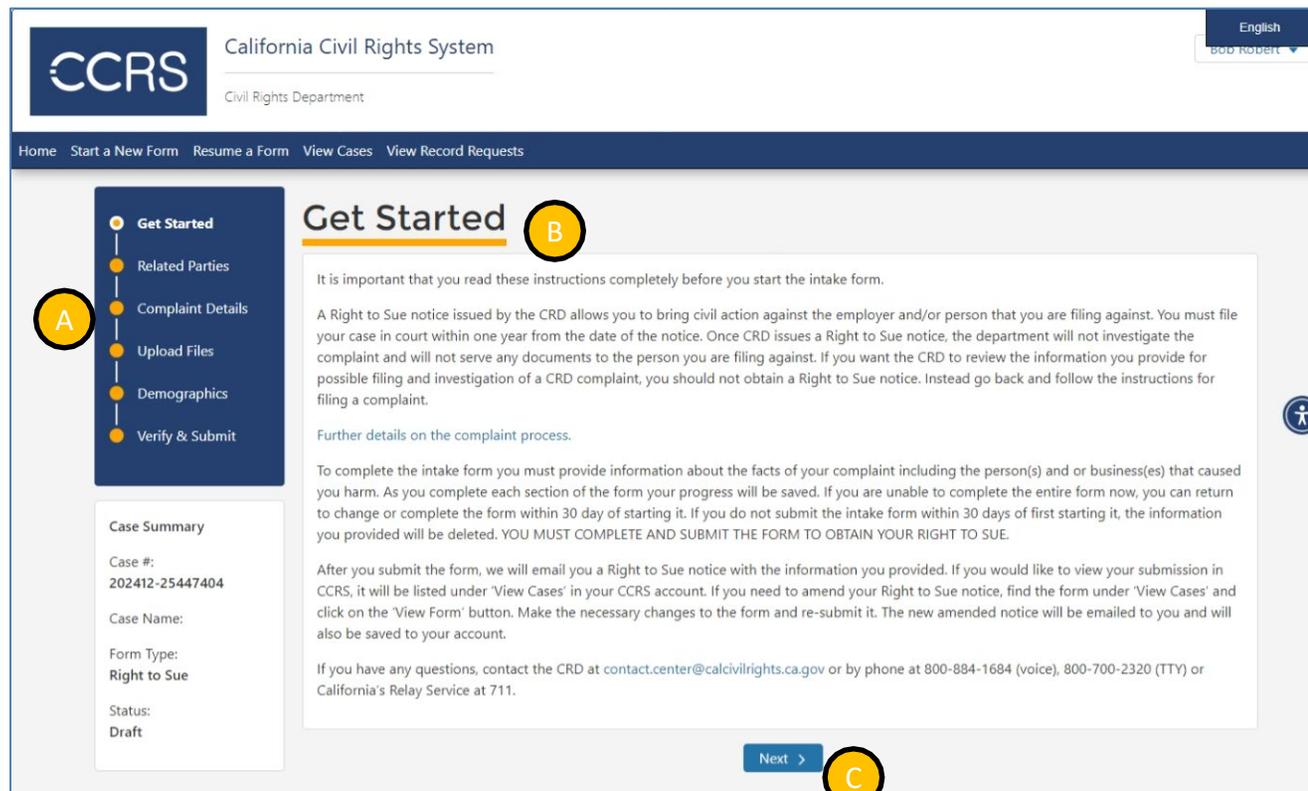
- Select “Create Right to Sue” to continue the form

C

- Select “Cancel” to close the popup

California Civil Rights System – User Guide

3.8.4: Step 4: Get Started



CCRS California Civil Rights System
Civil Rights Department

English

Home Start a New Form Resume a Form View Cases View Record Requests

Get Started

It is important that you read these instructions completely before you start the intake form.

A Right to Sue notice issued by the CRD allows you to bring civil action against the employer and/or person that you are filing against. You must file your case in court within one year from the date of the notice. Once CRD issues a Right to Sue notice, the department will not investigate the complaint and will not serve any documents to the person you are filing against. If you want the CRD to review the information you provide for possible filing and investigation of a CRD complaint, you should not obtain a Right to Sue notice. Instead go back and follow the instructions for filing a complaint.

Further details on the complaint process.

To complete the intake form you must provide information about the facts of your complaint including the person(s) and or business(es) that caused you harm. As you complete each section of the form your progress will be saved. If you are unable to complete the entire form now, you can return to change or complete the form within 30 day of starting it. If you do not submit the intake form within 30 days of first starting it, the information you provided will be deleted. YOU MUST COMPLETE AND SUBMIT THE FORM TO OBTAIN YOUR RIGHT TO SUE.

After you submit the form, we will email you a Right to Sue notice with the information you provided. If you would like to view your submission in CCRS, it will be listed under 'View Cases' in your CCRS account. If you need to amend your Right to Sue notice, find the form under 'View Cases' and click on the 'View Form' button. Make the necessary changes to the form and re-submit it. The new amended notice will be emailed to you and will also be saved to your account.

If you have any questions, contact the CRD at contact.center@calcivilrights.ca.gov or by phone at 800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711.

Next >



- The form navigation menu displays on the left of the screen.
- Select any step to be navigated to it. The steps vary depending on the form type.



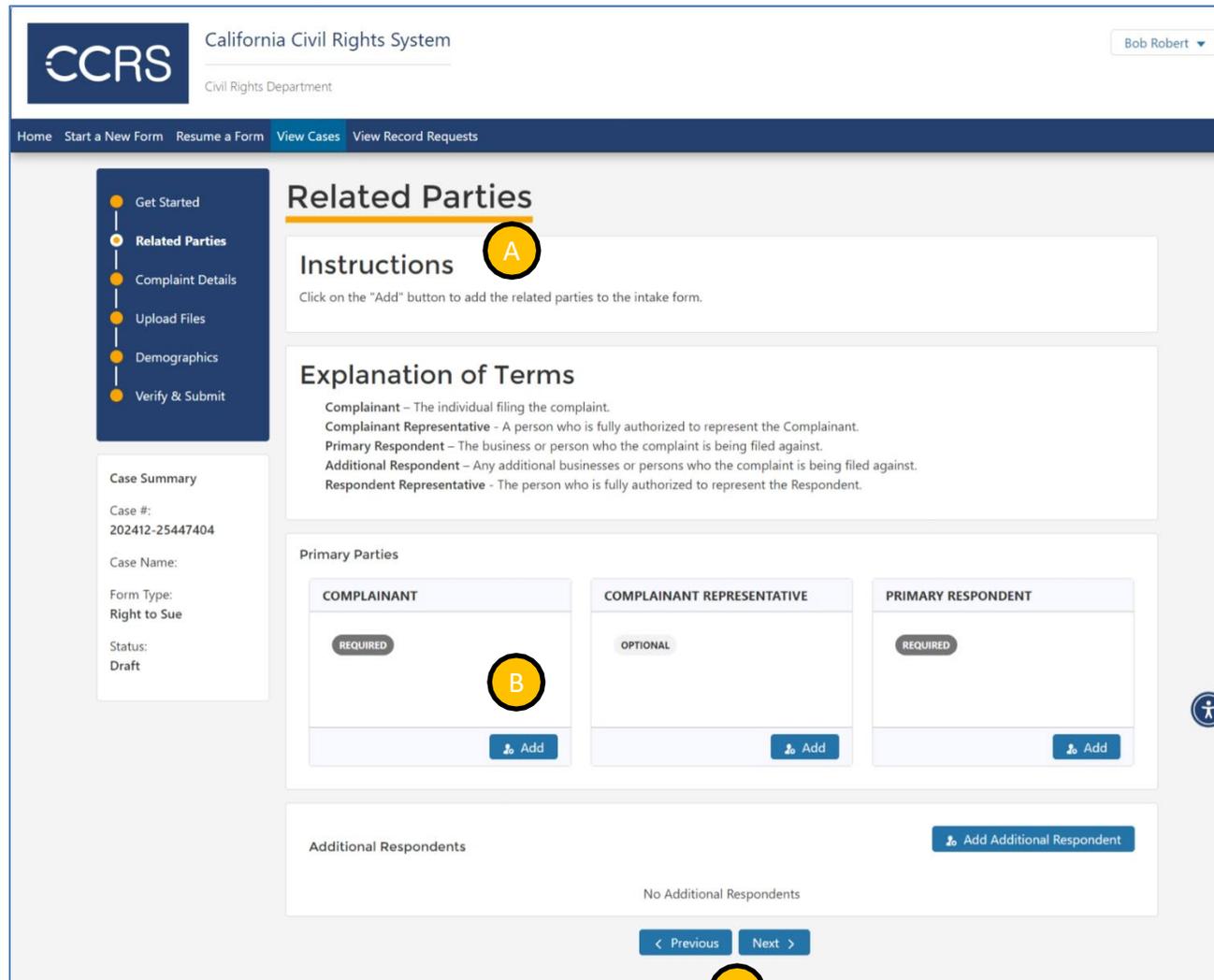
- Instructions for the form display



- Select “Next” to continue the form

California Civil Rights System – User Guide

3.8.5: Step 5: Enter Related Parties



A

- You will be taken to the **Related Parties** screen, where there are instructions and explanation of terms

B

- Select “Add” in the **Complainant** box

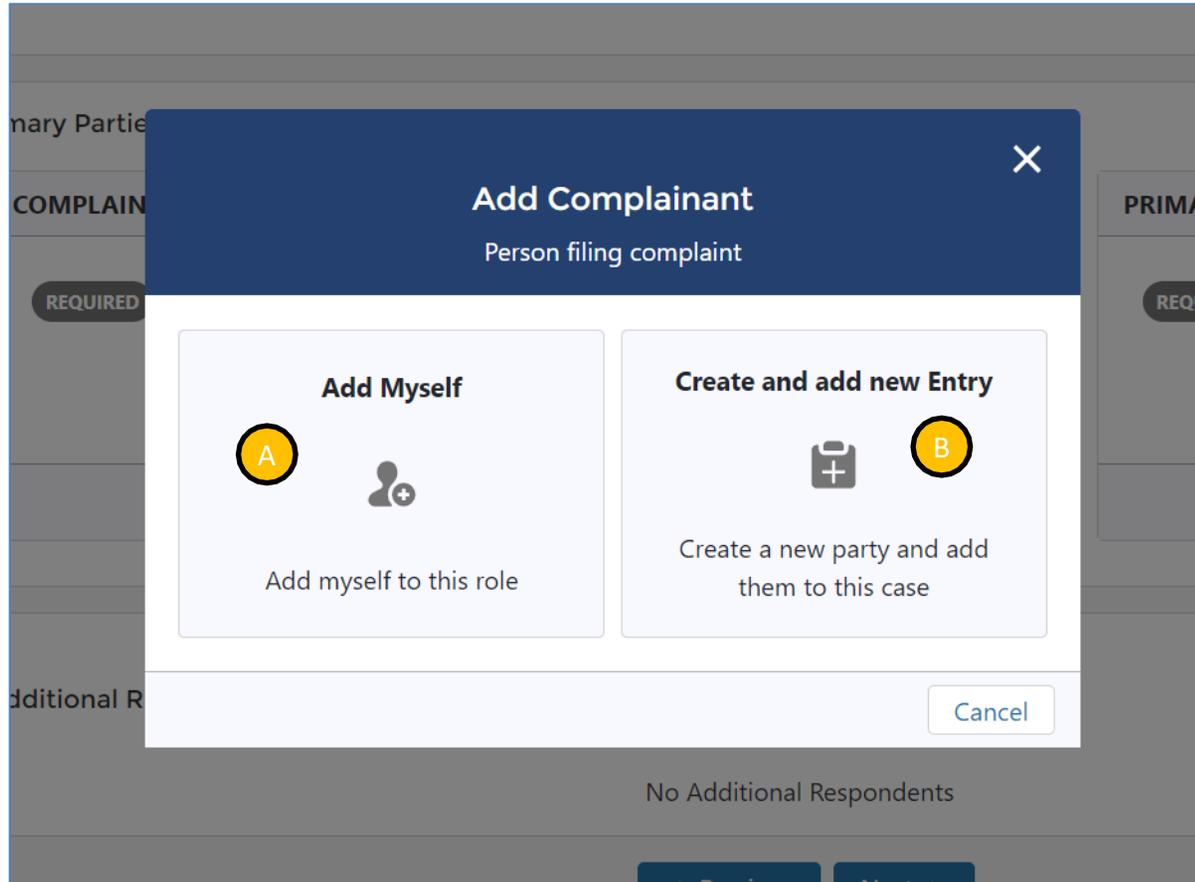
C

- Select “Previous” to navigate to the previous form step
- Select “Next” to navigate to the next form step

C

California Civil Rights System – User Guide

Step 5a: Add Complainant



- Select “Add Myself” if you are filing your own complaint



- Select “Create and add new Entry” if you want to create a new party and add them to this case

California Civil Rights System – User Guide

Step 5b: Add Complainant Representative

CCRS California Civil Rights System Civil Rights Department

Home Start a New Form Resume a Form View Cases View Record Requests

Get Started
Related Parties
Complaint Details
Upload Files
Demographics
Verify & Submit

Case Summary
Case #: 202412-25447404
Case Name: Robert / No Primary Respondent
Form Type: Right to Sue
Status: Draft

Related Parties

Instructions

Click on the "Add" button to add the related parties to the intake form.

Explanation of Terms

Complainant – The individual filing the complaint.
Complainant Representative - A person who is fully authorized to represent the Complainant.
Primary Respondent – The business or person who the complaint is being filed against.
Additional Respondent – Any additional businesses or persons who the complaint is being filed against.
Respondent Representative - The person who is fully authorized to represent the Respondent.

COMPLAINANT	COMPLAINANT REPRESENTATIVE	PRIMARY RESPONDENT
Bob Robert 123 Main Street Sacramento, CA 95811	OPTIONAL	REQUIRED
Edit Remove	Add	Add

Additional Respondents [Add Additional Respondent](#)

No Additional Respondents

[< Previous](#) [Next >](#)

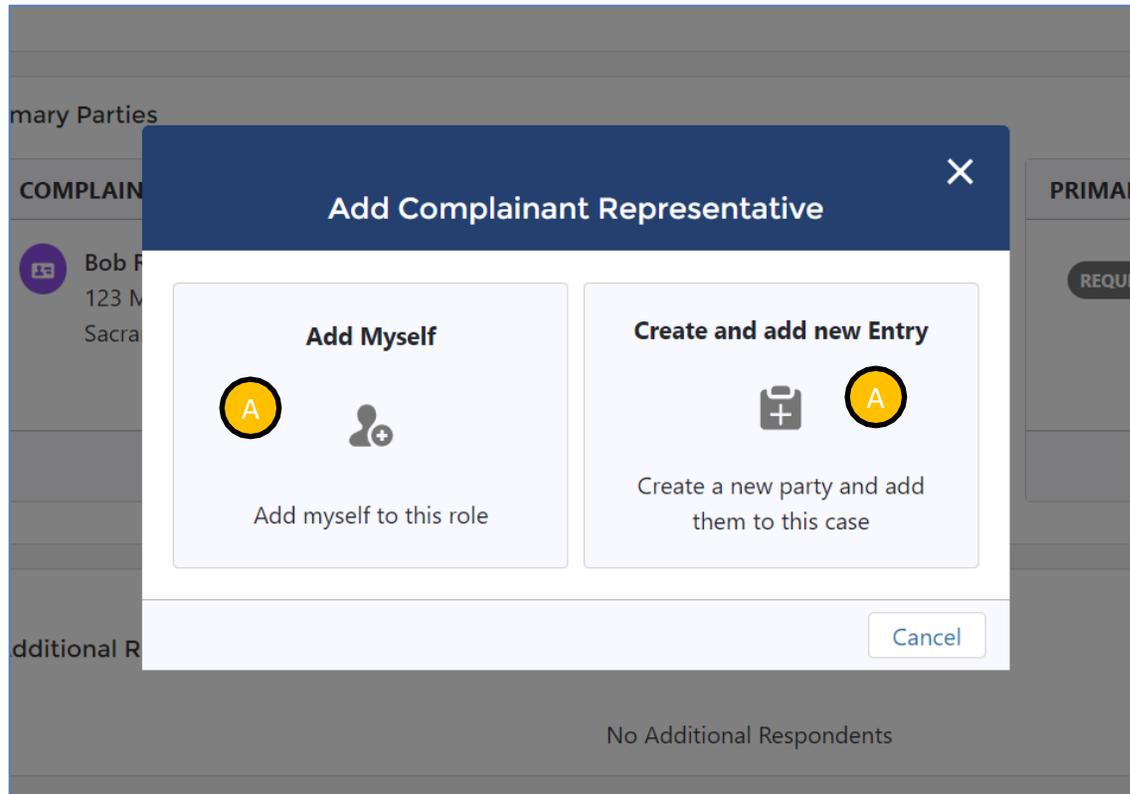
A

- After adding a complainant to the form, their information appears in the **Complainant** box
- Edit or remove the complainant information by selecting either “Edit” or “Remove”

B

- Select “Add” in the **Complainant Representative** box

California Civil Rights System – User Guide



A

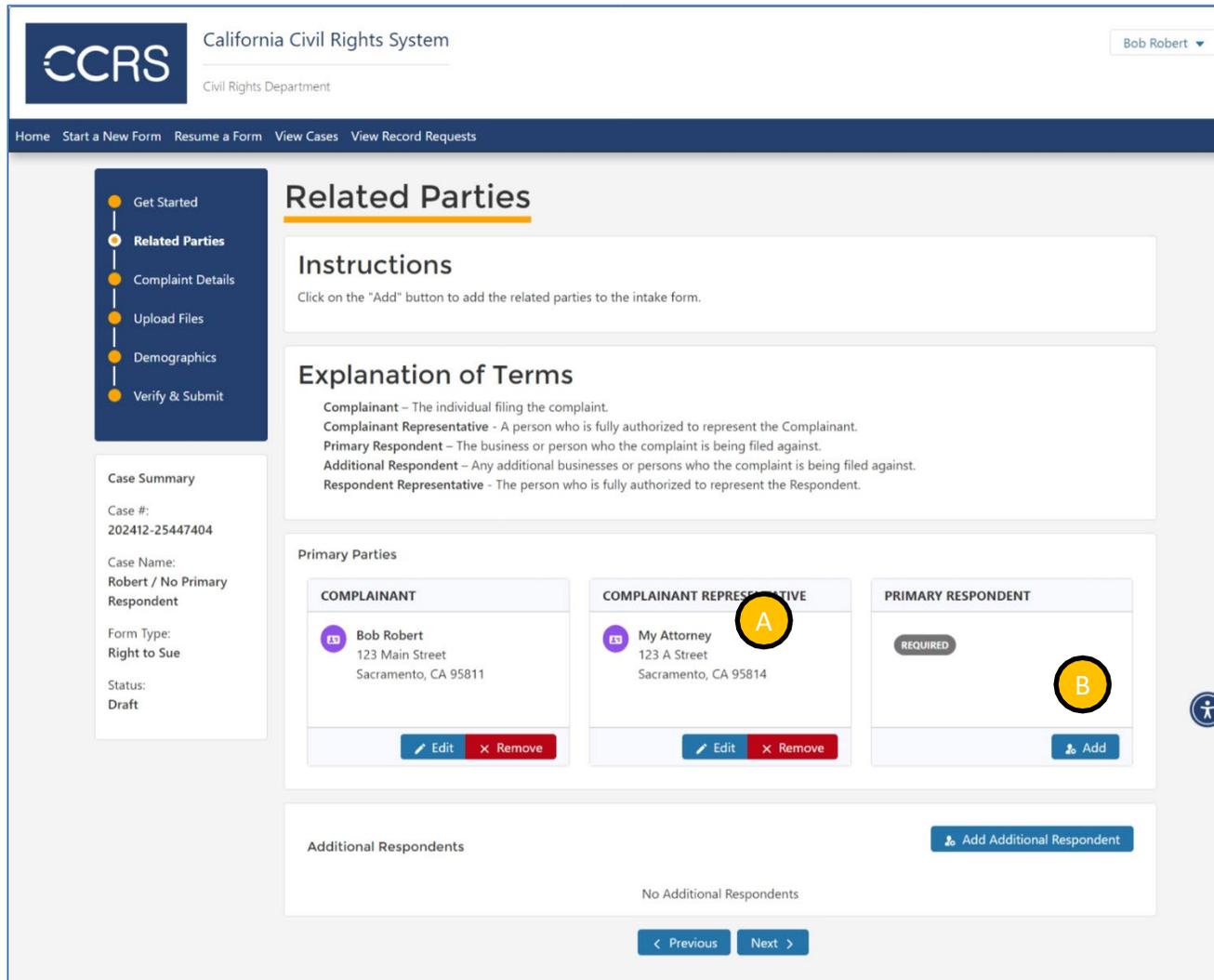
- Select “Add Myself” if you are filing your own complaint.

B

- Select “Create and add new Entry” if you want to create a new party and add them to this case

California Civil Rights System – User Guide

Step 5c: Add Primary Respondent



CCRS California Civil Rights System Bob Robert

Home Start a New Form Resume a Form View Cases View Record Requests

Get Started
Related Parties
Complaint Details
Upload Files
Demographics
Verify & Submit

Case Summary
Case #: 202412-25447404
Case Name: Robert / No Primary Respondent
Form Type: Right to Sue
Status: Draft

Related Parties

Instructions

Click on the "Add" button to add the related parties to the intake form.

Explanation of Terms

Complainant – The individual filing the complaint.
Complainant Representative - A person who is fully authorized to represent the Complainant.
Primary Respondent – The business or person who the complaint is being filed against.
Additional Respondent – Any additional businesses or persons who the complaint is being filed against.
Respondent Representative - The person who is fully authorized to represent the Respondent.

Primary Parties

COMPLAINANT	COMPLAINANT REPRESENTATIVE	PRIMARY RESPONDENT
 Bob Robert 123 Main Street Sacramento, CA 95811	 My Attorney 123 A Street Sacramento, CA 95814	REQUIRED
Edit Remove	Edit Remove	Add

Additional Respondents

[Add Additional Respondent](#)

No Additional Respondents

[< Previous](#) [Next >](#)

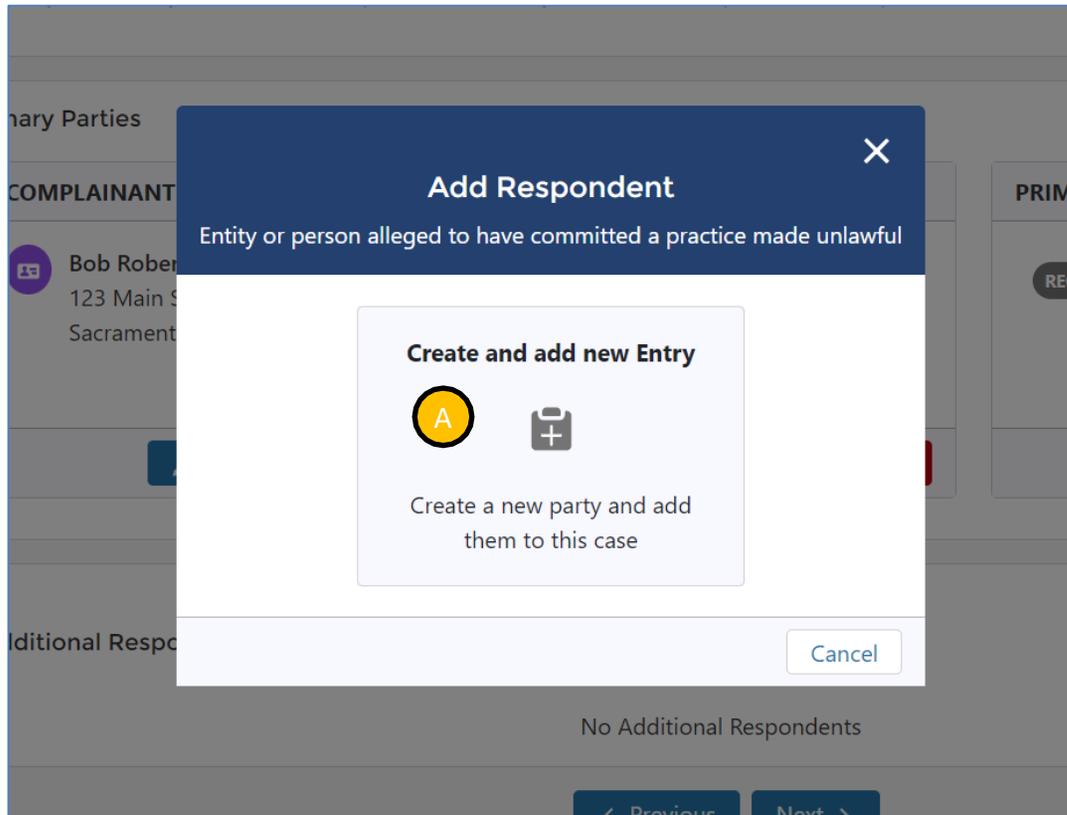
A

- After adding a complainant representative to the form, their information appears in the **Complainant Representative** box
- Edit or remove the representative information by selecting either “Edit” or “Remove”

B

- Select “Add” in the **Primary Respondent** box

California Civil Rights System – User Guide



- Select “Create and add new Entry” if you want to create a new party and add them to this case

California Civil Rights System – User Guide

3.8.6: Step 6: Enter Complaint Details

A

- Enter the required information
- Required information is denoted by both an asterisk following the field label as well as by the field label displaying in a bold red font
- The questions vary depending on the type of form to be filed

B



- Select “Previous” to navigate to the previous form step
- Select “Next” to navigate to the next form step

A

3.8.7: Step 7: Upload Files

California Civil Rights System
Civil Rights Department

Home Start a New Form Resume a Form View Cases View Record Requests

Get Started
Related Parties
Complaint Details
Upload Files
Demographics
Verify & Submit

Upload Files

All documents submitted to the CRD by any party, whether uploaded to this website or sent by other means, are public records that may be subject to disclosure under the California Public Records Act, Government Code section 6250 et seq.

Save & Upload

Upload Files Or drop files

No files to download

< Previous Next >

Case Summary

Case #:
202412-25447404

Case Name:
Robert / Big Data

Form Type:
Right to Sue

Status:
Draft

A

- Select “Upload Files” to include attachments with the form

B

- Select “Previous” to navigate to the previous form step
- Select “Next” to navigate to the next form step

California Civil Rights System – User Guide

3.8.8: Step 8: Enter Demographics

A

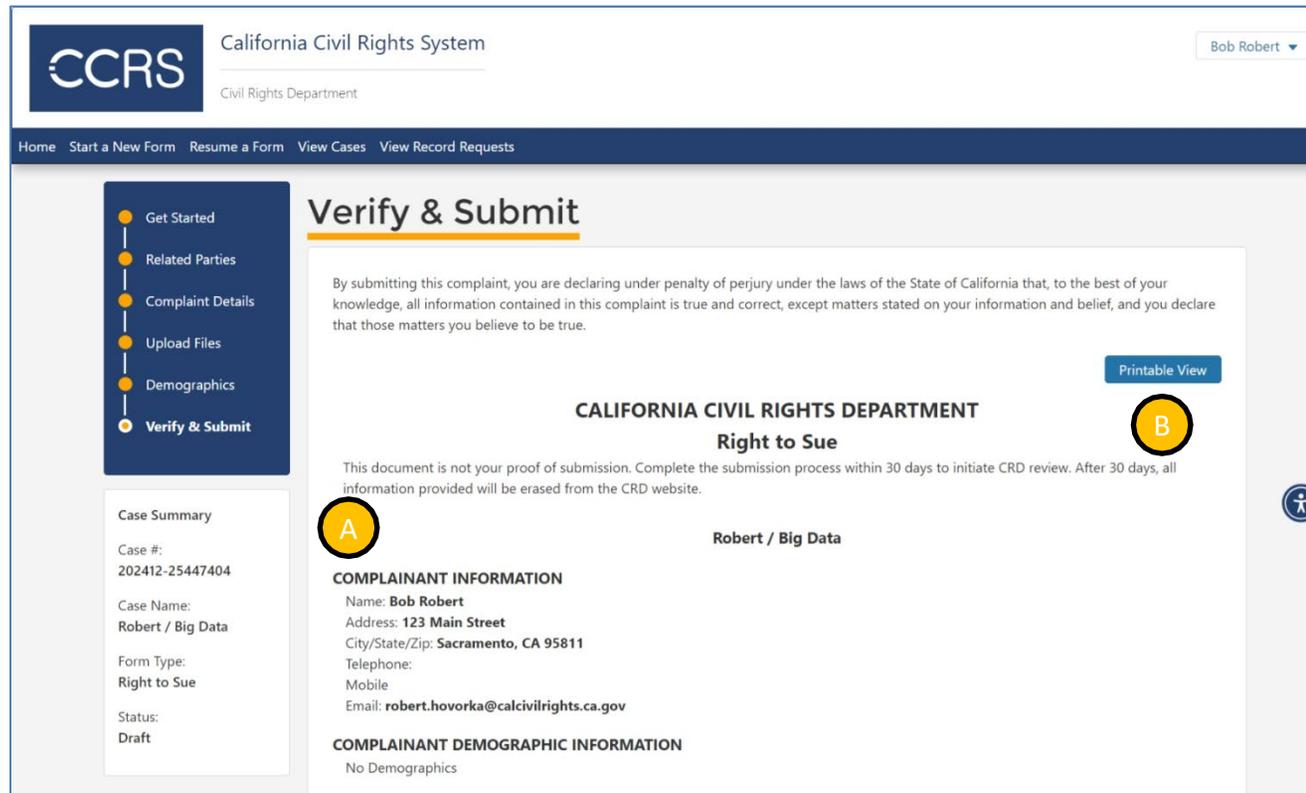
- Enter the information you would like
- No information is required to file the form
- The questions vary depending on the type of form to be filed

B

- Select “Previous” to navigate to the previous form step
- Select “Next” to navigate to the next form step

B

3.8.9: Step 9: Verify & Submit



CCRS California Civil Rights System Civil Rights Department Bob Robert

Home Start a New Form Resume a Form View Cases View Record Requests

Get Started
Related Parties
Complaint Details
Upload Files
Demographics
Verify & Submit

Verify & Submit

By submitting this complaint, you are declaring under penalty of perjury under the laws of the State of California that, to the best of your knowledge, all information contained in this complaint is true and correct, except matters stated on your information and belief, and you declare that those matters you believe to be true.

Printable View

CALIFORNIA CIVIL RIGHTS DEPARTMENT
Right to Sue

This document is not your proof of submission. Complete the submission process within 30 days to initiate CRD review. After 30 days, all information provided will be erased from the CRD website.

Robert / Big Data

COMPLAINANT INFORMATION
Name: **Bob Robert**
Address: **123 Main Street**
City/State/Zip: **Sacramento, CA 95811**
Telephone:
Mobile
Email: **robert.hovorka@calcivilrights.ca.gov**

COMPLAINANT DEMOGRAPHIC INFORMATION
No Demographics

Case Summary
Case #: 202412-25447404
Case Name: Robert / Big Data
Form Type: Right to Sue
Status: Draft

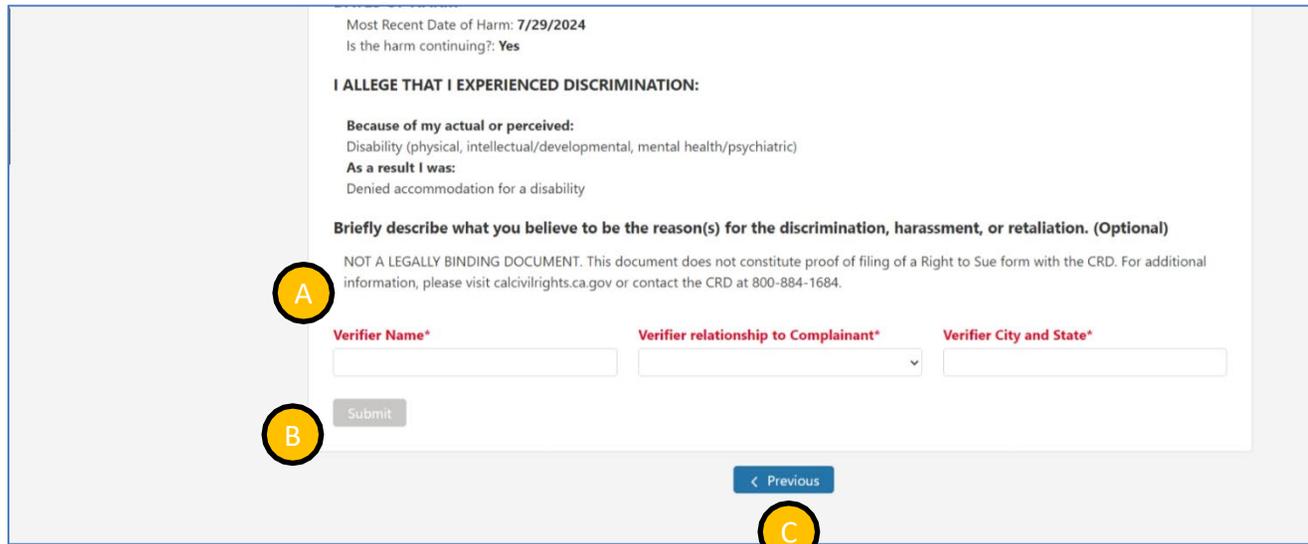


- Verify the form summary



- Select “Printable View” for a printer-friendly version of the form

California Civil Rights System – User Guide



Most Recent Date of Harm: 7/29/2024
Is the harm continuing?: Yes

I ALLEGE THAT I EXPERIENCED DISCRIMINATION:

Because of my actual or perceived:
Disability (physical, intellectual/developmental, mental health/psychiatric)

As a result I was:
Denied accommodation for a disability

Briefly describe what you believe to be the reason(s) for the discrimination, harassment, or retaliation. (Optional)

NOT A LEGALLY BINDING DOCUMENT. This document does not constitute proof of filing of a Right to Sue form with the CRD. For additional information, please visit calcivilrights.ca.gov or contact the CRD at 800-884-1684.

Verifier Name*

Verifier relationship to Complainant*

Verifier City and State*

Callout A points to the Verifier Name field.
Callout B points to the Submit button.
Callout C points to the Previous button.

A

- Enter the name, relationship, and location of the individual verifying this right to sue request.

B

- Select “Submit” to complete the form

C

- Select “Previous” to navigate to the previous form step

California Civil Rights System – User Guide

3.9: Amending a Right-to-Sue

3.9.1: Step 1: View Submitted Cases



- When logged in (see section [3.2 Logging Into CCRS](#)), select “View Submitted Cases”

CCRS California Civil Rights System
Civil Rights Department

Welcome Bob Robert, what would you like to do today?

- Start a New Form**
Start a new Intake Form, Right-to-Sue request, or Public Records request
- Resume a Form**
Continue working on a form you have started but not yet submitted
- View Submitted Cases**
View submitted, open, and closed case records (including Right-to-Sue requests)
- View Submitted Records Requests**
View your open and closed records requests

Upcoming Intake Appointments
No upcoming appointments

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@calcivilrights.ca.gov.

California Civil Rights System – User Guide

3.9.2: Step 2: Open the Form

California Civil Rights System

Civil Rights Department

Home Start a New Form Resume a Form **View Cases** View Record Requests

Show 20 Sort By Sort By Search Show Filter

202412-25447404 - Robert / Big Data

Form Type	Right to Sue	Submit Date	12/04/2024
Case Number	202412-25447404	Filed Date	12/04/2024
Closed Date	12/04/2024	Status	Closed

[View Form](#) [Files & Notes](#) [Print Summary](#) [Filing Lawsuit?](#)

First Previous 1 of 1 Next Last



- All cases display
- For the right-to-sue case, select “View Form”

3.9.3: Step 3: Edit the Right-to-Sue Form

The screenshot shows the CCRS interface. At the top left is the CCRS logo and 'California Civil Rights System' with 'Civil Rights Department' below it. A user dropdown menu shows 'Bob Robert'. A navigation bar contains 'Home', 'Start a New Form', 'Resume a Form', 'View Cases', and 'View Record Requests'. A left sidebar menu is labeled 'A' and includes: 'Get Started' (selected), 'Related Parties', 'Complaint Details', 'Upload Files', 'Demographics', and 'Verify & Submit'. Below this is a 'Case Summary' box with: Case #: 202412-25447404, Case Name: Robert / Big Data, Form Type: Right to Sue, and Status: Closed. The main content area is titled 'Get Started' and contains instructions. A 'Next >' button is at the bottom right, labeled 'B'. A help icon is on the right side of the main content area.

A

- Use the form navigation menu to navigate to the sections requiring amendment
- See section [3.8 Obtaining a Right-to-Sue](#) for details on completing the form

B

- Select “Next” to continue editing the form

3.10: Requesting Public Records

3.10.1: Step 1: Start a New Form



- When logged in (see section [3.2 Logging Into CCRS](#)), select “Start a New Form”

The screenshot shows the CCRS user dashboard. At the top left is the CCRS logo and the text "California Civil Rights System" and "Civil Rights Department". At the top right, there is a language dropdown set to "English" and a user profile dropdown for "BOB ROBERT". The main content area is titled "Welcome Bob Robert, what would you like to do today?". It features four main action cards: "Start a New Form" (with a plus icon and a yellow circle 'A' callout), "Resume a Form" (with a document icon), "View Submitted Cases" (with a magnifying glass icon), and "View Submitted Records Requests" (with a magnifying glass icon). Below these cards is a section for "Upcoming Intake Appointments" which currently shows "No upcoming appointments". At the bottom of the dashboard, there is a footer with contact information for accommodations.

3.10.2: Step 2: Select the Request Public Records Form



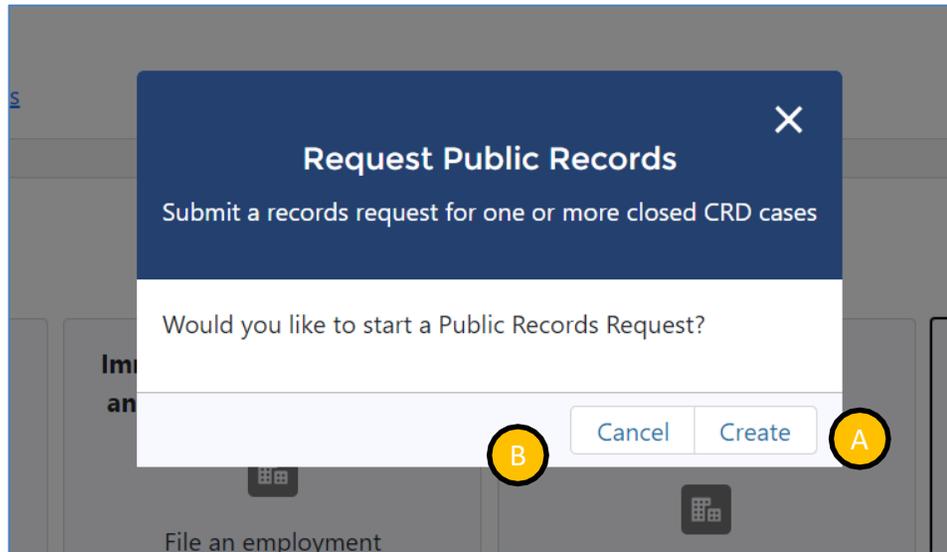
- Select “Request Public Records”

The screenshot shows the 'Start New Form' page of the California Civil Rights System. The page title is 'Please select a form to get started'. There are eight form options arranged in a 2x4 grid:

- Employment**: Employment discrimination, harassment and/or retaliation
- Immediate Right-to-Sue (for an Employment Complaint)**: File an employment discrimination lawsuit instead of using the CRD investigation process. This is advisable only if you have an attorney.
- Housing**: Housing discrimination, harassment and/or retaliation
- Request Public Records**: Submit a records request for one or more closed CRD cases. This option is highlighted with a yellow circle containing the letter 'A'.
- Criminal History in Employment**: Discrimination based on use of
- Unruh**: Discrimination or harassment by
- Ralph**: Intimidation or acts of hate
- Disabled Persons Act (CC54)**: Discrimination in services due to

California Civil Rights System – User Guide

3.10.3: Step 3: Review Instructions



A

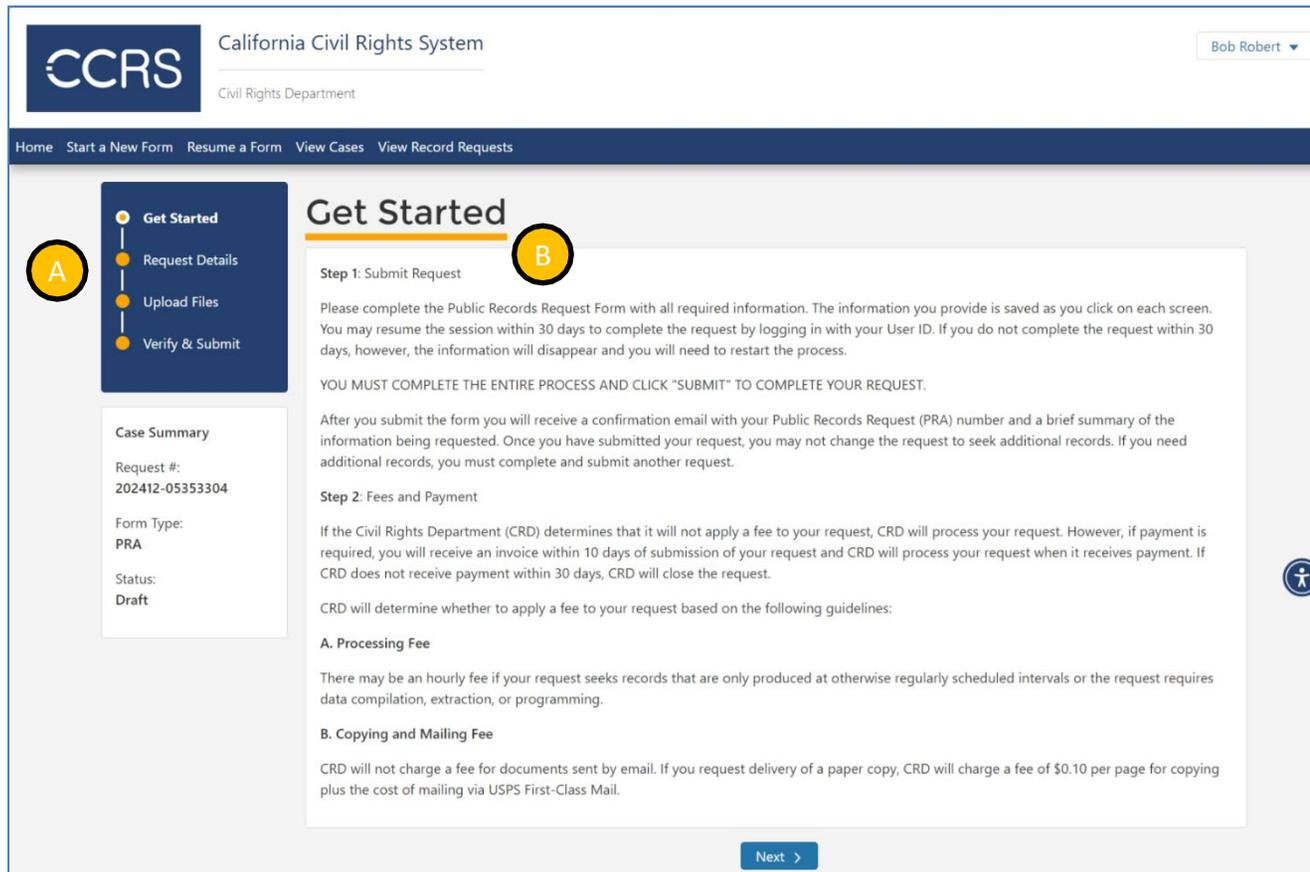
- Select “Request Public Records” to continue the form

B

- Select “Cancel” to close the popup

California Civil Rights System – User Guide

3.10.4: Step 4: Get Started



CCRS California Civil Rights System Civil Rights Department Bob Robert

Home Start a New Form Resume a Form View Cases View Record Requests

Get Started

Step 1: Submit Request

Please complete the Public Records Request Form with all required information. The information you provide is saved as you click on each screen. You may resume the session within 30 days to complete the request by logging in with your User ID. If you do not complete the request within 30 days, however, the information will disappear and you will need to restart the process.

YOU MUST COMPLETE THE ENTIRE PROCESS AND CLICK "SUBMIT" TO COMPLETE YOUR REQUEST.

After you submit the form you will receive a confirmation email with your Public Records Request (PRA) number and a brief summary of the information being requested. Once you have submitted your request, you may not change the request to seek additional records. If you need additional records, you must complete and submit another request.

Step 2: Fees and Payment

If the Civil Rights Department (CRD) determines that it will not apply a fee to your request, CRD will process your request. However, if payment is required, you will receive an invoice within 10 days of submission of your request and CRD will process your request when it receives payment. If CRD does not receive payment within 30 days, CRD will close the request.

CRD will determine whether to apply a fee to your request based on the following guidelines:

A. Processing Fee

There may be an hourly fee if your request seeks records that are only produced at otherwise regularly scheduled intervals or the request requires data compilation, extraction, or programming.

B. Copying and Mailing Fee

CRD will not charge a fee for documents sent by email. If you request delivery of a paper copy, CRD will charge a fee of \$0.10 per page for copying plus the cost of mailing via USPS First-Class Mail.

Next >

A

- The form navigation menu displays on the left of the screen.
- Select any step to be navigated to it. The steps vary depending on the form type.

B

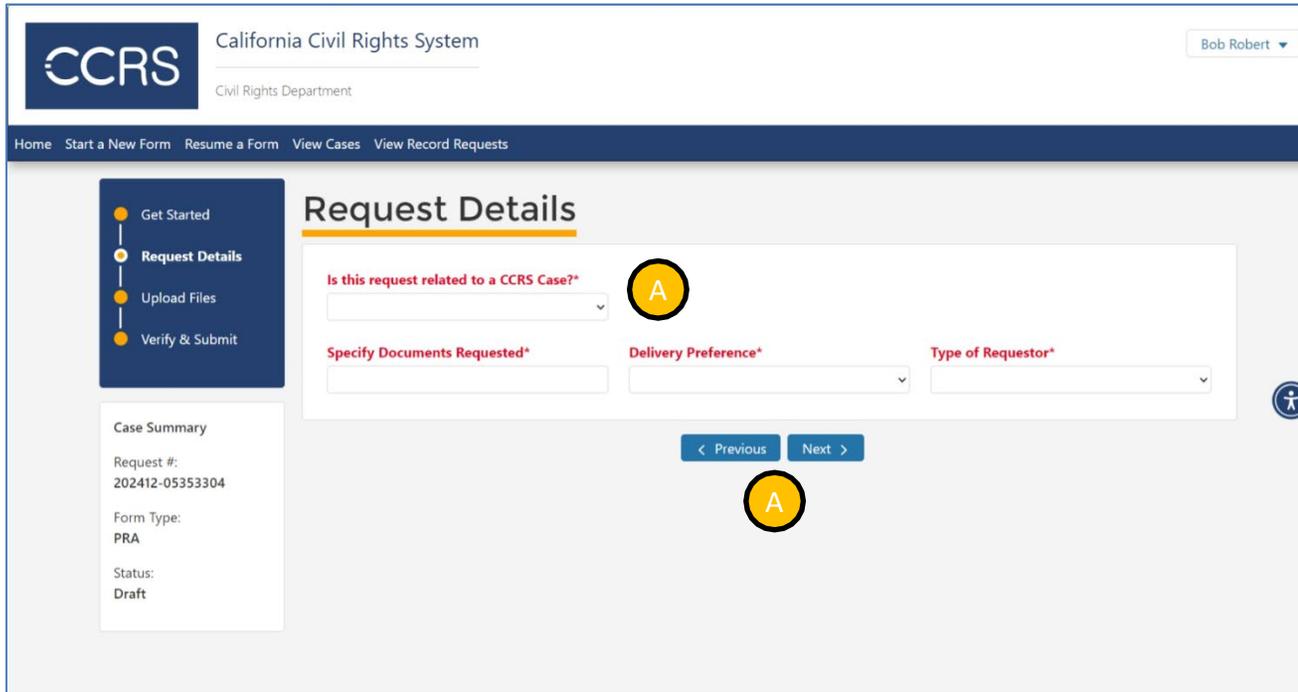
- Instructions for the form display

C

- Select "Next" to continue the form

C

3.10.5: Step 5: Enter Request Details



A

- Enter the required information
- Required information is denoted by both an asterisk following the field label as well as by the field label displaying in a bold font
- The questions in the popup vary depending on the type of form to be filed

B

- Select “Previous” to navigate to the previous form step
- Select “Next” to navigate to the next form step

California Civil Rights System – User Guide

3.10.6: Step 6: Upload Files



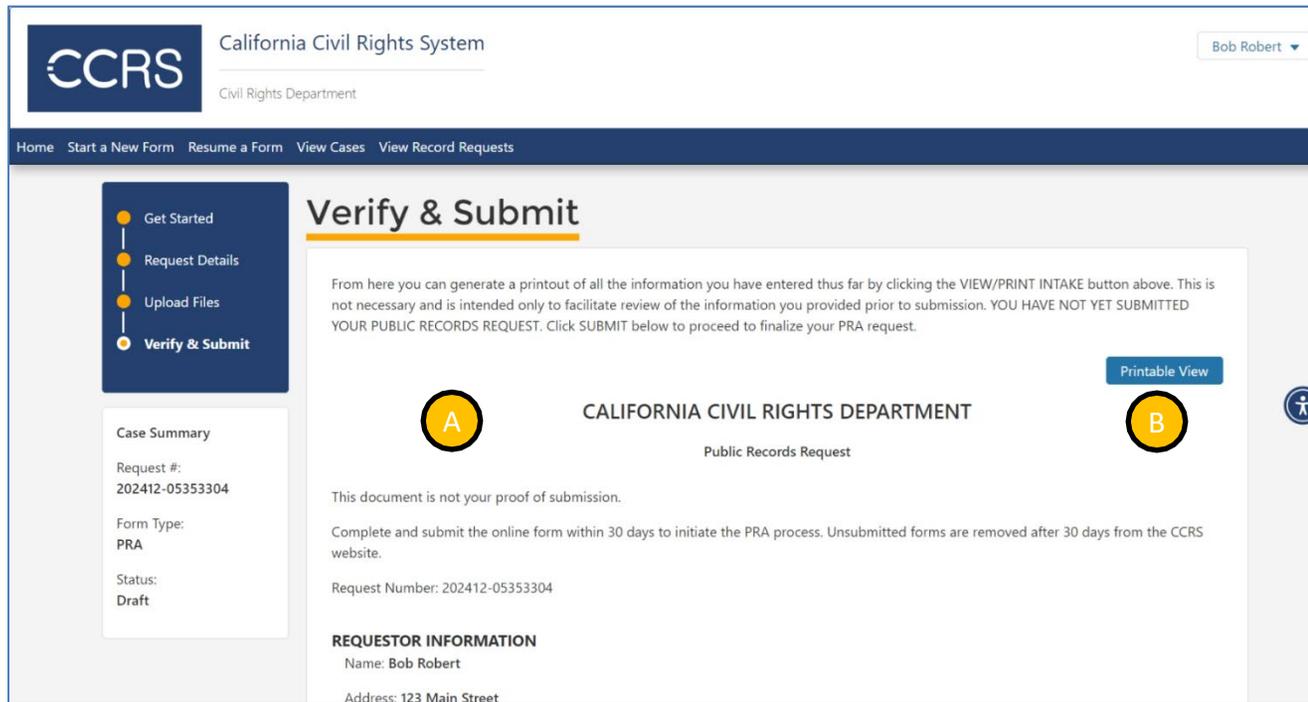
- Select “Upload Files” to include attachments with the form



- Select “Previous” to navigate to the previous form step
- Select “Next” to navigate to the next form step

California Civil Rights System – User Guide

3.10.7: Step 7: Verify & Submit



CCRS California Civil Rights System Civil Rights Department Bob Robert

Home Start a New Form Resume a Form View Cases View Record Requests

Get Started
Request Details
Upload Files
Verify & Submit

Verify & Submit

From here you can generate a printout of all the information you have entered thus far by clicking the VIEW/PRINT INTAKE button above. This is not necessary and is intended only to facilitate review of the information you provided prior to submission. YOU HAVE NOT YET SUBMITTED YOUR PUBLIC RECORDS REQUEST. Click SUBMIT below to proceed to finalize your PRA request.

A CALIFORNIA CIVIL RIGHTS DEPARTMENT **B** Printable View

Public Records Request

This document is not your proof of submission.

Complete and submit the online form within 30 days to initiate the PRA process. Unsubmitted forms are removed after 30 days from the CCRS website.

Request Number: 202412-05353304

REQUESTOR INFORMATION
Name: Bob Robert
Address: 123 Main Street

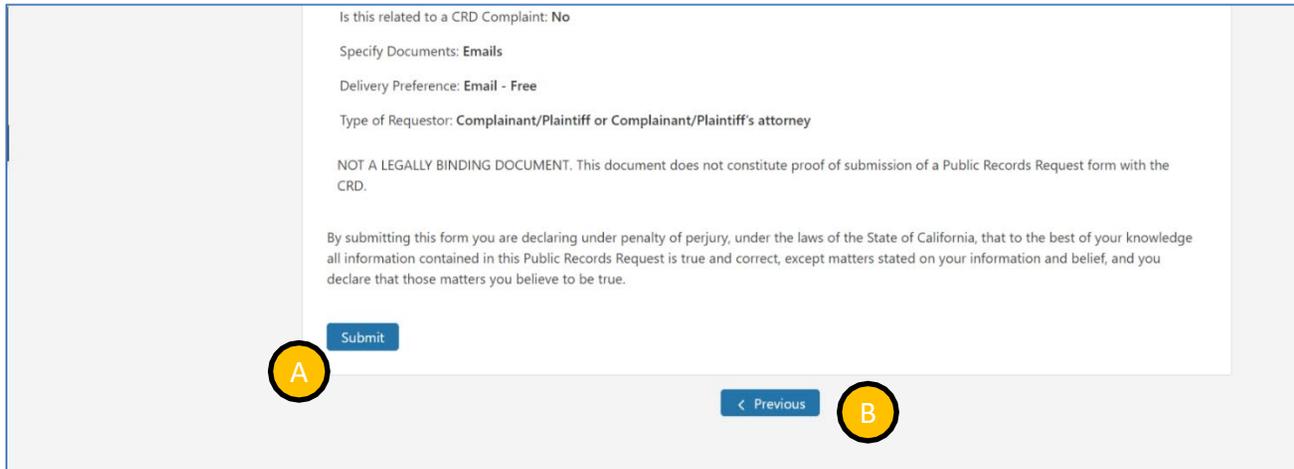


- Verify the form summary



- Select “Printable View” for a printer-friendly version of the form

California Civil Rights System – User Guide



Is this related to a CRD Complaint: **No**

Specify Documents: **Emails**

Delivery Preference: **Email - Free**

Type of Requestor: **Complainant/Plaintiff or Complainant/Plaintiff's attorney**

NOT A LEGALLY BINDING DOCUMENT. This document does not constitute proof of submission of a Public Records Request form with the CRD.

By submitting this form you are declaring under penalty of perjury, under the laws of the State of California, that to the best of your knowledge all information contained in this Public Records Request is true and correct, except matters stated on your information and belief, and you declare that those matters you believe to be true.

A

B



- Select “Submit” to complete the form



- Select “Previous” to navigate to the previous form

Appendix A: Release Notes

Release 1.0

The initial version of the CCRS application was deployed November 29, 2017.

Release 2.0

The following changes have been made in Release 2.0:

Artifact	Section / Page	Change
User Guide	N/A	New for Release 2.0.
CCRS	N/A	Updated with improved user flow and additional accessibility features.
CCRS	N/A	Updated branding for new department name
User Guide	N/A	Updated logos, emblems, and screenshots to reflect department name change