

APPEAL REQUEST CIVIL RIGHTS DEPARTMENT



PLEASE REVIEW ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING AND SUBMITTING THIS FORM

■ GENERAL APPEAL INFORMATION FOR INVESTIGATED CASES

After an investigation ends, the California Civil Rights Department (CRD) may close your case and send you a Notice of Case Closure letter. If you disagree with the decision to close your investigated case,* you may file an appeal. CRD will not accept appeals for cases that were settled, withdrawn, or closed at CRD's *discretion*.¹

■ HOW TO FILE AN APPEAL

You must submit a completed Appeal Request Form within ten (10) calendar days of the date on the Notice of Case Closure letter.

You may submit the Appeal Request Form in one of the following ways:

1. **By email.** Send your Appeal Request Form to: appeals@calcivilrights.ca.gov; OR
2. **By postal mail.** Send your Appeal Request Form to:
Civil Rights Department
Attention: Appeals Unit
651 Bannon Street, Suite 200
Sacramento, CA 95811

If you need help completing the form, you may contact CRD:

- Phone (voice): 1-800-884-1684
- TTY: 1-800-700-2320
- California's Relay Service at 711.

*Note: These instructions apply only to cases that CRD investigated and later closed. If you received a Notice of Intake Closure, follow the instructions in that letter to learn how and where to file an appeal.

■ WHAT TO EXPECT

After you submit your appeal to the Appeals Unit, you can expect the following:

- You will receive a letter notifying you whether CRD accepted or rejected your appeal.
- If CRD accepts your appeal for review, you do not need to take further action. An appeal reviewer will review your case file and appeal request. The reviewer will contact you if more information is needed.
- CRD reviews appeals in the order they are received. The review time may vary based on available resources.

¹ This is not an exhaustive list.

- If CRD rejects your appeal, refer to the Notice of Case Closure letter. That letter lists resources to help you decide whether to file a civil lawsuit in court on your own.

■ THINGS TO KEEP IN MIND

- After CRD investigates and closes your case, CRD sends a Notice of Case Closure letter. At this point, you may want to explore your legal options with an attorney.
- If you file an appeal with CRD, you may also want to consult an attorney while your appeal is pending.
- Do not wait until the CRD appeal process ends to decide whether to file a civil lawsuit or speak with an attorney. The law sets a deadline for filing a civil lawsuit in court; this deadline is identified in your Notice of Case Closure letter.
- Filing an appeal with CRD on time may pause (or toll) the deadline to file a civil lawsuit in court. For more information, review Government Code section 12900, including sections 12960(f) and 12989.1(a).
- If you have questions about deadlines to file a civil lawsuit in court, you should contact an attorney.

■ CHECK ON THE STATUS OF YOUR APPEAL

To check the status of your pending appeal, email the Appeals Unit at appeals@calcivilrights.ca.gov. Be sure to include your assigned CRD case number in all messages. You may also contact CRD's Contact Center at 1-800-884-1684 (voice) or 1-800-700-2320 (TTY), and they will direct your call to the Appeals Unit.

It is very important that you follow the instructions in your Notice of Case Closure letter to file your appeal on time. An appeal is not an opportunity to re-do an investigation.

APPEAL REQUEST FORM

Civil Rights Department



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FORM MUST BE COMPLETED IN FULL

■ CRD CASE NUMBER: _____

■ DATE CASE CLOSED: _____

■ CLOSING REASON: _____

■ COMPLAINANT (YOUR INFORMATION)

Name: _____

Phone: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

■ COMPLAINANT'S REPRESENTATIVE

Do you have an attorney who agreed to represent you in this matter? ☐ YES ☐ NO

If yes, provide the attorney's contact information:

Name: _____

Firm Name: _____

Phone: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

PLEASE USE A SEPARATE FORM FOR EACH CASE

■ REASON(S) FOR APPEAL

When explaining the reason for your appeal, you must describe why you think CRD should review your case. For example, if you would like to appeal because you believe that CRD did not consider all the evidence before closing your case, you should describe what evidence was not carefully reviewed and why it matters. This evidence may include witnesses provided to the investigator who were not interviewed. If so, provide the witness's name and contact information. This evidence may also include documents or records that you believe were not carefully considered by the investigator. If so, identify the documents or records provided to the investigator that you believe were not carefully considered. Similarly, if you would like to appeal because you believe CRD misapplied the law in your case, describe your understanding of the law and how it was misapplied in your case. These are examples only. Your explanation should focus on the specific reason or reasons you are requesting an appeal.

Describe your reason(s) for appealing.