**Section 2520.330 Contents**

A charge shall be in such detail as to substantially apprise parties of the time, place and facts with respect to the alleged civil rights violation. The charge shall contain the following:

a) the full name and address of the complainant; however, upon request of complainant or respondent and with agreement of the Department, the name of complainant will not be released to the public;

b) the full name and address of each respondent;

c) a statement of the facts alleged to constitute a prima facie case of a civil rights violation, including the date, time, and place of the violation;

d) a statement of each specific harm the complainant has suffered as a consequence of the alleged civil rights violation; and

e) complainant's signature notarized under oath or affirmation or verified by certification (as required by Sections 7A-102(a)(1) and 7B-102(a)(1) of the Act) stating:

*Under penalties as provided by law pursuant to Section 1-109 of the Code of Civil Procedure, the undersigned certifies that the statements set forth in this instrument are true and correct, except as to matters therein stated to be on information and belief and as to such matters the undersigned certifies as aforesaid that he verily believes the same to be true.* [735 ILCS/5/1-109]

(Source: Amended at 44 Ill. Reg. 19864, effective December 14, 2020)