**ICRC No.:** enter number

**HUD No.:** enter number

 enter Complainant’s name**,**

**Complainant,**

**v.**

enter Respondent’s name.**,**

**Respondent.**

**NOTICE OF FINDING** Choose an item.

The Deputy Director of the Indiana Civil Rights Commission (“Commission”), pursuant to statutory authority and procedural regulations, hereby issues the following Notice of Finding with respect to the above-referenced case. Choose an item.

On enter date complaint was filed., enter Complainant’s name, (“Complainant”) filed a Complaint with the Commission against Enter Respondent’s name (“Respondent”) alleging Choose an item. in violation of the Choose an item.. Accordingly, the Commission has jurisdiction over the parties and the subject matter of this complaint. An investigation has been completed. Both parties have submitted evidence. Based on the final investigative report and a full review of the relevant files and records, the Deputy Director now finds the following:

Select a Prima Facie Case and hit F3. Choose an item.

Briefly outline the general argument. Address each element the Complainant is required to prove, and show if the element is met or that it is not met.

Set the stage for the complaint. Give the “who, what, when, where, and why” for the complaint. Provide a short statement of what the Complainant is alleging.

Pinpoint and state the key facts that led you to your decision. Relevant facts may include performance reviews, complaints, warnings, etc. Keep the facts organized by elements of the prima facie case. If an element of the prima facie case is not in dispute, you do not need to address it in this section.

If there are extra facts that do not fit nicely into your argument, address them here. For example, if the Complainant supports his or her statements with outside evidence and that evidence is not reliable, you might address why it is unreliable.

Succinctly address the Complainant’s allegations. Briefly restates the most important facts and restates the finding.

As such and based upon the aforementioned, there is Choose an item. to believe that a discriminatory practice occurred as alleged.

Choose an ending paragraph and hit F3. Choose an item.

**RESPECTFULLY SUBMITTED,**

**Gregory L. Wilson Sr.**

**Executive Director**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date By: Doneisha L. Posey, Esq.

Deputy Director

 Indiana Civil Rights Commission

**CERTIFICATE OF SERVICE**

I certify that a copy of the foregoing Notice was served by first-class U.S. mail on the following persons on this \_\_\_\_\_\_\_\_\_\_ day of insert year:

Complainant’s name

Complainant’s address

Certified # Certified Number

Complainant’s Counsel’s Name—delete if no counsel

Complainant's Counsel’s address –delete if no counsel.

Certified # Certified Number

Respondent’s Name

Respondent’s Address

Certified # Certified Number

Respondent’s Counsel’s Name—delete if no counsel

Respondent’s Counsel’s address –delete if no counsel.

Certified # Certified Number

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Staff, Indiana Civil Rights Commission