

INDIANAPOLIS OFFICE OF EQUAL OPPORTUNITY
OFFICE OF CORPORATION COUNSEL
200 EAST WASHINGTON STREET, SUITE 1601
INDIANAPOLIS, INDIANA 46204
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COMPLAINANT'S INTAKE AGREEMENT

I, _____ have filed a complaint with the Indianapolis/Marion County Office of Equal Opportunity (IMEO) on this _____ day of _____, 20__ alleging that I have been discriminated against within Marion County which relates to:

_____ Acquisition of real estate;
_____ Employment;
_____ Education controlled by any public board or agency; or
_____ Public accommodations.

I. False Complaint

I understand that it is unlawful for any person to willfully file a complaint that is false in any material respect. I further understand that willfully filing a false complaint with the IMEO constitutes the false report of a crime.

II. Complaint to Respondent

- a. I understand that once my complaint has been submitted to the IMEO, reviewed by me, and then notarized, a copy of it will be forwarded to the entity ("Respondent") I have asserted has discriminated against me.
- b. I understand the Respondent will be given an opportunity to respond to my complaint.

III. Investigation

- a. I understand my complaint will be assigned to an IMEO analyst for investigation.
- b. I understand that as part of the investigation of my complaint, the IMEO analyst may contact any witness I have listed in any paperwork submitted to the IMEO or information provided to the IMEO as part of my complaint.
- c. I further understand that the investigation may take up to 100 days to complete.
- d. Furthermore, I understand that the IMEO will make a good faith effort to complete its investigation within 100 days after the complaint has been received. However, I understand that if it is impracticable to complete the investigation within the 100 days, the Administrator of the IMEO may extend the time for conducting the investigation.
- e. I understand that if the investigation is not completed within 100 days, I will be notified in writing by the Administrator as to the reason(s) for the delay.

IV. Cooperation

I understand my cooperation in the investigation is very important. Therefore, I understand that I must call or write to the IMEO within **five working days** if any of the following shall occur during the course of the investigation:

- a. A change of address, telephone number, and/or secondary contact information.
- b. If I receive a letter or phone call from the IMEO regarding my complaint.
- c. If I am not able to attend any meeting(s) scheduled with the IMEO or arranged by the IMEO regarding my complaint.
- d. If I have any additional information that may help the investigation, including but not limited to, names of witnesses, addresses, dates, other discriminatory actions taken against you, or an offer to settle the case.
- e. If I have, locate, or receive any paper(s) or document(s) that might help the investigator or is at all relevant to my case.

V. Failure to Cooperate

- a. I understand that if I fail to notify the IMEO within 5 days of a change of address and as a result the IMEO is not able to locate me, my case will be closed.
- b. I understand that if I fail to contact the IMEO within 5 days after it has sent me a letter or left me a message via telephone, my case may be closed.
- c. I understand that if I fail to attend a scheduled meeting without contacting the IMEO within advance of the scheduled meeting, my case may be closed.
- d. I understand that if I fail to cooperate with the IMEO during any stage of the investigation of my complaint, my case may be closed.

VI. Role of the Office of Equal Opportunity

- a. I understand that the IMEO serves as a third party investigator of my complaint of discrimination.
- b. I further understand that the IMEO does not serve as private counsel for the complaining or responding party.
- c. I understand that the IMEO has the authority to investigate my complaint pursuant its discretion. I understand that I do not have the ability to direct the investigation.

VII. Status of Complaint and Questions

- a. I understand that the IMEO's hours of operation are Monday through Friday from 8:00 a.m. to 5:00 p.m.; and that during this time, I may contact the IMEO by phone, fax, email, or in person to inquire about the status of my complaint. I further understand that outside of the IMEO's hours of operation, I am still able to phone, fax, or email the IMEO about the status of my complaint, but I am aware that the message will only be returned during the IMEO's hours of operation.
- b. I understand I may contact the IMEO with any questions or concerns regarding the complaint I have filed with the IMEO.

I have read and understand the Intake Agreement. I agree to comply with the requirements of the Intake Agreement.

Signature

Date

Print Name