

161—3.1(216) Initiation of complaint.

3.1(1) *Contents of complaint.* Each complaint should contain the following:

- a.* The full name, address, and phone number of the person making the charge;
- b.* The full name and address of each respondent;
- c.* A clear and concise statement of the facts constituting each alleged discriminatory practice, including pertinent dates, where known;
- d.* Where employment discrimination is alleged, the approximate number of respondent's employees.

3.1(2) *Technical defects in complaint.* A complaint is sufficient when it includes a written statement that identifies the parties and generally describes the alleged discriminatory actions or practices. Complaints may be amended to cure technical defects or omissions including verification. Such amendments will relate back to the date the complaint was filed.

[ARC 8198C, IAB 8/21/24, effective 9/25/24]