



Equal Employment Opportunity Commission (EEOC)

EEOC Public Portal User's Guide
Vol 6 – Hearings with the EEOC

February 27, 2019

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Introduction to the EEOC Public Portal

The EEOC Public Portal is a secure, web-based application developed for individuals to interact with the EEOC regarding a complaint of employment discrimination. Using the EEOC Public Portal, you may file a complaint against an employer in the Private Sector (i.e. Business or non-profit) or a State or Local Government Agency. If you work or worked for the U.S. Federal Government as an employee or a contractor, or applied to work for the Federal Government, you may request a hearing with or appeal a decision to the EEOC regarding your formal EEO complaint. The EEOC Public Portal is the primary point of communication between you and the EEOC.

About the User's Guide

The EEOC Public Portal User's Guide ("User's Guide") provides comprehensive guidance for using the EEOC Public Portal's features and functions. The User's Guide is published as individual documents, each of which covers a particular feature or related features of the EEOC Public Portal.

The following EEOC Public Portal User's Guide documents are available; the highlighted Document Name is the one you're reading right now:

- ❖ Vol 1 – Getting Started (learn about logging into the EEOC Public Portal, the Portal structure, and other basic information)
- ❖ Vol 2 – Submit an Online Inquiry to the EEOC
- ❖ Vol 3 – Post-Inquiry Tasks (learn about scheduling an interview with the EEOC, entering Supplemental Information, filing a Charge of Discrimination)
- ❖ Vol 4 – Post-Charge Tasks (learn how to check the status of your case, respond to an Invitation to Mediate, request/respond to a Respondent's Position Statement)
- ❖ Vol 5 – Charge Closure (learn what happens during the conclusion of an investigation/conciliation/closure and about your right to sue)
- ❖ **Vol 6 – Hearings with the EEOC**
- ❖ Vol 7 – Appealing Federal Agency Decisions to the EEOC
- ❖ Vol 8 – Manage Your Case/Charge Information (learn how to display information about your case, enter/update your personal information, add Legal Representatives, and submit/receive documents associated with your case)

Chapter 1 Request a Hearing with EEOC

When you file a formal EEO Complaint with a Federal Government agency, that agency is expected to complete its investigation within 180 days from the day the complaint was filed; or, if the complaint was amended, 180 days from the day it was amended. The agency is then expected to issue a final decision on your complaint, and issue you its Report of Investigation and/or a Notice of Right to Request a Hearing. If you have received the Report or the Notice, or if more than 180 days have passed since you filed or amended your complaint, you may request a hearing with an EEOC Administrative Judge

To request a hearing on your complaint through the EEOC Public Portal, perform the following steps:

Step 1. On the home page, click **Filing with EEOC**.

Step 2. When asked to identify the **Type of Employer** you believe discriminated against you, select 'Federal Government agency...' and click on the **Next** button.

U.S. Equal Employment Opportunity Commission

Home Login Register

Filing with EEOC

Progress...

14%

EEOC enforces Federal civil rights laws that protect you from workplace discrimination and retaliation because of your race, color, religion, sex, national origin, age, disability, or genetic information. You may also have rights under other federal, state or local laws.

If you're claiming an employer has discriminated against you, EEOC may be able to help. We'll need to ask you a few basic questions to be sure. Your answers will not be saved unless you submit your complaint (against private sector employers), or hearing request or appeal to EEOC (for complaints against federal agency employers). Submitting to EEOC will allow us to evaluate your information and advise you on what we can do to assist you.

To get started, please tell us what type of employer you believe discriminated against you by choosing one of the following:

- ☐ Business or non-profit organization that I applied to, work for, or worked for
- ☐ State or Local Government that I applied to, work for, or worked for
- ☐ Union that represents me
- ☐ Temp agency or staffing firm that did not refer me to a job
- ☒ Federal Government agency that I applied to, work for, or worked for as a federal employee or contractor.
- ☐ Other

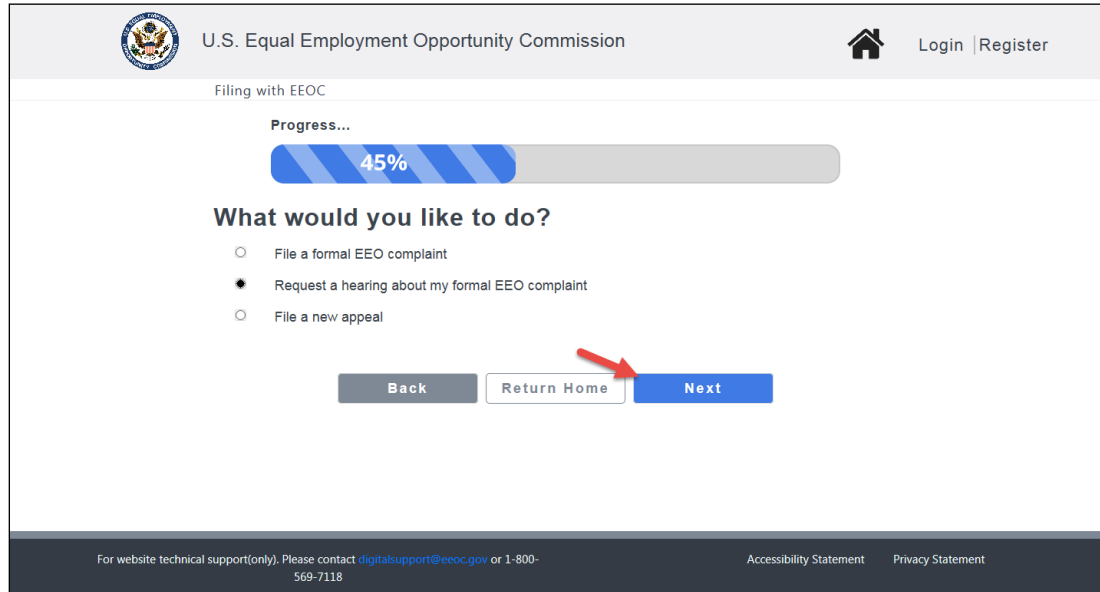
Return Home Next

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Step 3. An informational page displays with links to help you learn more about EEOC and the hearing and appeal processes. When you are ready to continue, click on the **Next** button.

Step 4. The **What would you like to do?** page displays. Select **Request a Hearing about my formal EEO complaint**, and click on the **Next** button.



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Home Login Register

Filing with EEOC

Progress... 45%

What would you like to do?

- ☐ File a formal EEO complaint
- ☒ Request a hearing about my formal EEO complaint
- ☐ File a new appeal

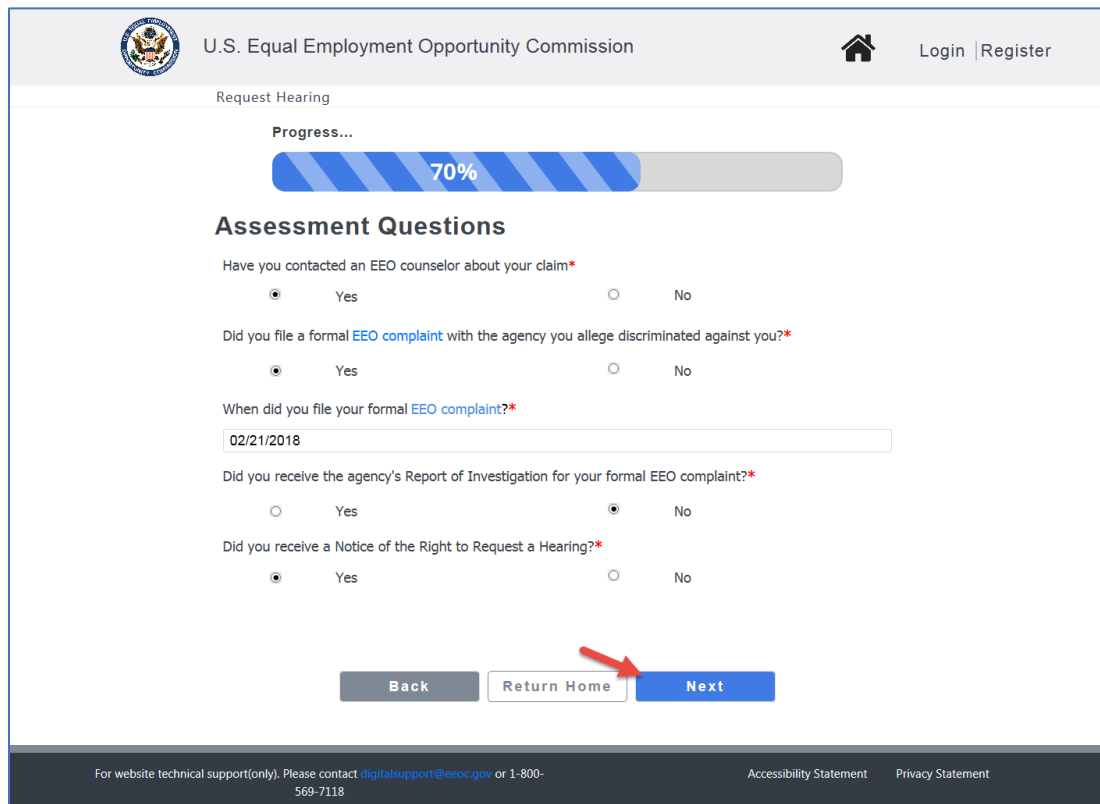
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Step 5. You will now be asked some questions to determine if the EEOC can help you. Select the appropriate response or fill in the requested information for each question. When you have completed the questions, click on the **Next** button.

➤ **Tip!** You may be asked more or fewer questions depending on your answers. The illustration below shows one possible outcome.



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Home Login Register

Request Hearing

Progress... 70%

Assessment Questions

Have you contacted an EEO counselor about your claim?*

☒ Yes ☐ No

Did you file a formal [EEO complaint](#) with the agency you allege discriminated against you?*

☒ Yes ☐ No

When did you file your formal [EEO complaint](#)?*

02/21/2018

Did you receive the agency's Report of Investigation for your formal EEO complaint?*

☐ Yes ☒ No

Did you receive a Notice of the Right to Request a Hearing?*

☒ Yes ☐ No

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Step 6. To submit a Hearing request, you must have a user account. If you have not used the EEOC Public Portal before, click on the **Sign-Up Now** button to create your

user account (see *EEOC Public Portal User's Guide Vol 1 – Getting Started for details*).

- **Tip!** If you already registered with the EEOC, click on the **Returning Users** button and login.

Step 7. Once you are logged in, you will be asked to confirm your contact information and provide additional information to complete the request. When you have confirmed your contact information, click on the **Continue** button.

Step 8. Next, you will be asked if you want to enter information about your legal representative (this is optional, but if you are being represented by an attorney or another individual in the EEO process, you should identify your representative here). Select **Yes** or **No** and click on the **Next** button to continue.

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Welcome, Joan | Log Out

Your Representatives

Progress...

28%

Representative Information

Do you want to add a representative?

☒ Yes ☐ No

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- **Tip!** If you choose not to enter a legal representative now, you will be able to enter one later on the **My Case Page**.

Step 9. If you selected **Yes**, a form will display for you to fill in the representative information. When you are finished, click on the **Next** button to continue.

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Welcome, Joan | Log Out

Your Representatives

Progress... 33%

Representative Information

(By providing this information you authorize EEOC to verify this person represents you.)

Is this person an attorney? ☐ Yes ☐ No

Prefix:

First Name:

Middle:

Last Name:

Suffix:

Address(1):

Address(2):

Country:

Zip Code:

City:

State:

Phone Number:

(At least one phone number must be entered*)

Cell Number:

Email:

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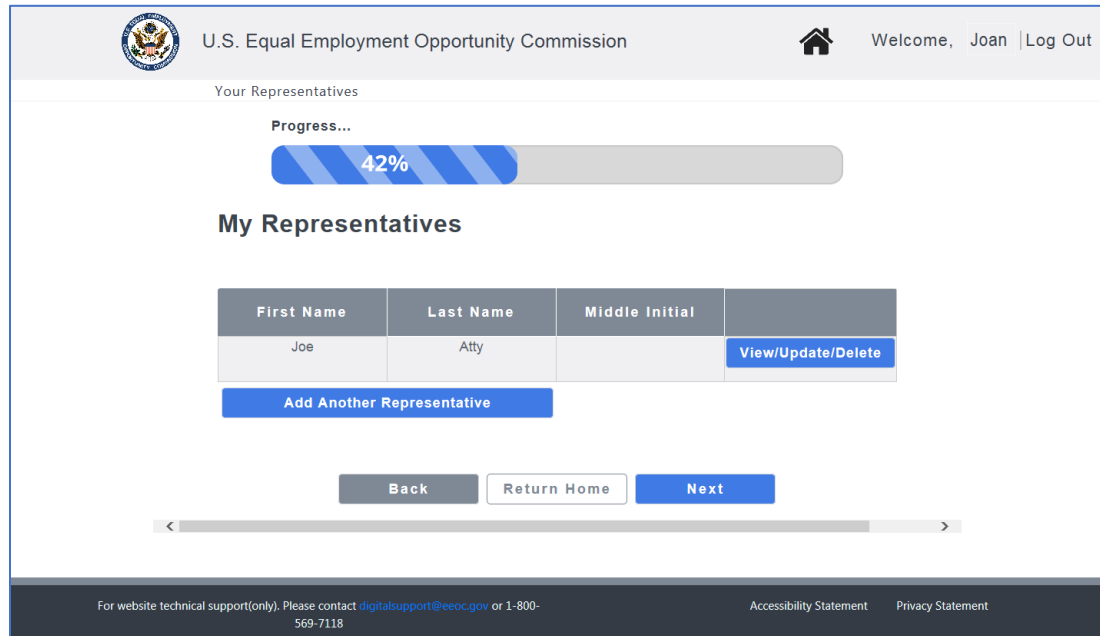
Next

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- **Tip!** EEOC verifies that the representative represents you. EEOC expects a reply from the representative within 10 days of sending a verification email; if they haven't received a reply after 10 days, then you will receive an email notifying you that EEOC has been unable to verify the representative.

Step 10. A page displays showing the representative(s) you have entered. Click on the **Add Another Representative** button to add another representative. Click on the **View/Update Delete** button to make changes. When you are finished, click on the **Next** button to continue.



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Welcome, Joan | Log Out

Your Representatives

Progress... 42%

My Representatives

First Name	Last Name	Middle Initial	
Joe	Atty		View/Update/Delete

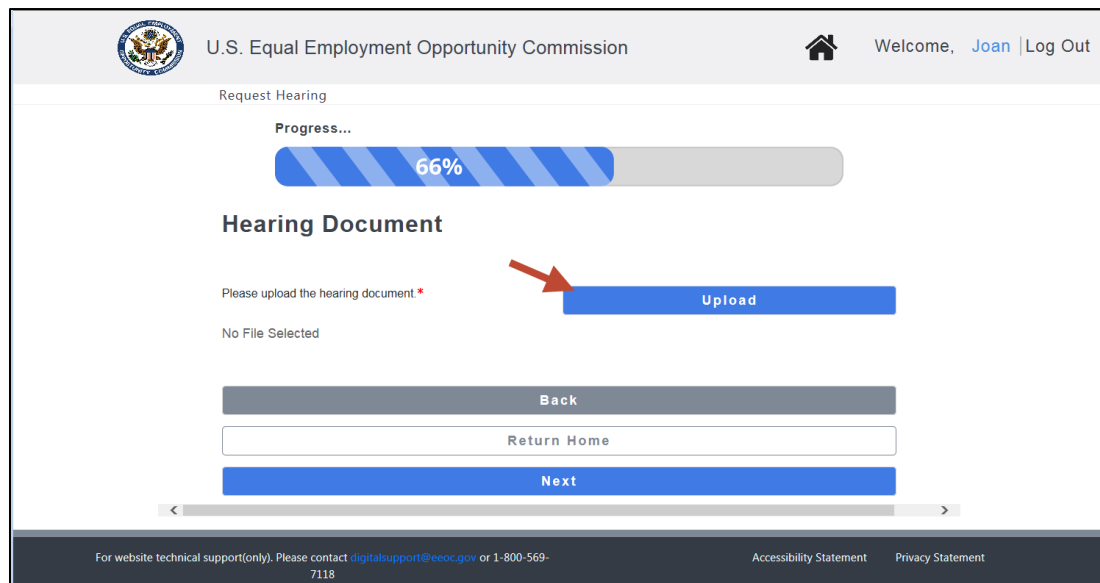
[Add Another Representative](#)

[Back](#) [Return Home](#) [Next](#)

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Step 11. Next you must upload your Notice of Right to Request Hearing document, which you should have received from the agency named in your complaint. Click on the **Upload** button.



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Welcome, Joan | Log Out

Request Hearing

Progress... 66%

Hearing Document

Please upload the hearing document *

No File Selected

[Upload](#)

[Back](#)

[Return Home](#)

[Next](#)

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When the pop-up window displays, select the document and 'Request for Hearing' as the document type, and click on the **Upload** button on the window. The **Hearing Document** page will then display the file that you uploaded. You must upload the hearing request document before you can submit the hearing request.

Step 12. Finally, you will be asked to enter information to identify your complaint. You must enter the Agency number, Agency name, and the EEOC office. When you are finished, click on the **Submit Request** button.

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Welcome, Joan | Log Out

Request Hearing

Progress... 85%

Request Hearing

Agency number assigned to your Complaint:*

Agency named in your complaint:*

EEOC office identified in your complaint:*

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Submit Request

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When the request is successfully submitted, you will receive an email with a document called a "Preliminary Acknowledgement Notice". The Notice may be downloaded from the **My Cases** page for the hearing request.

In the Portal, you will also see confirmation of your hearing request with your hearing number as shown below (Note: the hearing number displayed is for a fictional hearing.)

U.S. Equal Employment Opportunity Commission

Welcome, Joan | Log Out

Request Hearing

EEOC Hearing Request 440-2018-00013X

Your request for a hearing before an Administrative Judge at the U.S. Equal Employment Opportunity Commission (EEOC) has been received by EEOC.

An Administrative Judge will be assigned shortly

When communicating with the EEOC about this hearing request, please reference EEOC Complaint Number **440-2018-00013X**

Home

My Cases

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Be sure to write down the hearing number so you can refer to it later.

Click on the **My Cases** button to display the page for your case, or the **Home** button to return to the Home page.

Chapter 2 Viewing and Managing Information About Your Case

After you have requested a hearing with the EEOC, you may view the details of your case and associated documents by clicking on **My Cases** on the EEOC Public Portal Home Page. From the **My Case** page you may also add Legal Representatives, update your contact information, and submit documents to the EEOC.

For Details see EEOC Public Portal User's Guide Vol 8 – Managing Case and Charge Information.