



HOW TO ANSWER THE COMPLAINT

The Pennsylvania Human Relations Commission has served a Complaint upon you ("Respondent"). The Special Rules of Administrative Practice and Procedure ("SRAPP") requires that you provide a Verified Answer to that Complaint. To provide timely docketing and service of complaints filed with the Pennsylvania Human Relations Commission ("PHRC"), this Complaint may not have been redrafted or formalized in a manner that some Respondents may be accustomed to.

So that the PHRC can conduct its investigation as timely, efficiently, and thoroughly as possible, please provide the PHRC with an Answer to this Complaint utilizing the following basic instructions.

- 1. Provide your Answer on a document captioned as follows:

COMMONWEALTH OF PENNSYLVANIA
GOVERNOR'S OFFICE
PENNSYLVANIA HUMAN RELATIONS COMMISSION

[NAME],
Complainant
v.
[NAME],
Respondent
:
:
:
:
: PHRC Case No. [INSERT]
:
:
:

ANSWER

- 2. After the caption above, provide a response to each factual allegation contained in the Complaint. You may admit, deny with explanation, or indicate that after reasonable investigation, you are without knowledge or information sufficient to form a belief as to the truth of the allegation. 16 Pa. Code § 42.12.
3. Each response should be in numbered paragraphs and should be responsive to the corresponding numerical paragraph on the document PHRC served on you. 16 Pa. Code § 42.32(b).

4. If Complaint alleges acts of harm that are not contained in numerical paragraphs, please copy the allegation, and provide your response below it. At a minimum, your Answer should include specific, factual responses to every allegation of the Complaint as well as any other facts that you deem relevant for the PHRC's consideration. The Answer must be prepared in a manner that allows the PHRC to assess whether you are admitting or denying each allegation and factual assertion.
5. The failure to respond to a factual allegation or allegations in a Complaint may result in the finding of liability against you. 16 Pa. Code § 42.33.
6. The Answer must contain the following verification at the end. 16 Pa. Code § 42.32(b).

**VERIFICATION**

I hereby verify that the statements contained in this Answer are true and correct to the best of my knowledge, information, and belief. I understand that false statements herein are made subject to the penalties of 18 PA.C.S. § 4904, relating to unsworn falsification to authorities.

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(Date Signed)

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Signature of Respondent, Title

7. You must send the Answer to the PHRC within (30) days unless you have secured an extension from the Investigator in writing. The Answer must be served on Complainant. If you submit a Position Statement, it must be served on Complainant in the same manner.

If you have any questions, please contact the Investigator assigned to the case.

Thank you,

Pennsylvania Human Relations Commission