

Small changes (usually numbering or wording) are highlighted in blue, significant changes are highlighted in red.

- Many small changes to make references to the Commission, Department, Division, and Ordinance consistent and clear to lay readers
- Small changes to make formatting consistent
- Small changes to make language as gender inclusive as possible. We chose to go mostly with the third person plural or “he, she, or they”.
- Small changes in language to make clear to lay readers or to fix passive voice
- Changes to make rules consistent with practice, usually by request from the Hearing Examiner
- Deleted a lot because of redundancies within subsection, within section, and with other sections
- Movements:
 - Move 2.5, definition of “day” down to Time Computation
 - Move part of 3.12 down to be its own number 3.13
 - Move 3.42 to section 3.41
 - Move 3.44 to 3.415
 - Move 4.24 to 4.23
 - Move 4.4 and 4.5 to 8.13
 - Move 7.234, regarding ex parte communications
 - Moved 7.101, 4.4, 7.102, 7.53, 8, 8.6, 8.10, 8.11, 8.12, 11.1, 12.41, 13.21
 - Moved 11.6, 11.10, 11.8, 11.11, 11.32, 11.3, 11.31, 11.33, 11.4, 11.41, 11.42, 11.43, 11.9, 11.7, 11.72, 11.73, 11.74, 11.34, 11.12, 11.121, 11.13, 11.14, 12.3
- Additions:
 - Section 2: Definitions for “discovery”, “due notice”, “ex parte communication”, “geographic jurisdiction”, “injunctive relief”, “motion”, “prima facie case”, “settlement agreement”, and “subject matter jurisdiction” because those terms were being used in the document but a lay person might not understand them.
 - Section 2: Split “Conciliation or Settlement Agreement” into two definitions, as those words are not used synonymously
 - New section 5.2, Dismissal of a complaint before the issuance of an initial determination, also contains information that used to be in deleted section 3.44.
 - Section 5.33 added for clarity
 - Section 7.232 added for clarity
 - Added 8.13 on Scheduling Orders
 - Added 8.1414 stating that the Division does not accept motions for summary judgment
 - Added to 8.172, requiring a party requesting a subpoena to pay a witness \$10 in addition to the statutory requirement, as referenced in the brochure.
 - Added 8.1616 per request from Hearing Examiner
 - Made new sections 9.2 and 9.3 out of other rules
 - Made new sections within 10 to make more clear
 - Added 11.44 for clarity

- Added 12.5 because people looking to serve subpoenas will probably go first to the section titled “Service of Documents”
- Added Section 11.25, “11.25 Where a party seeks an extension of the time limits provided in the Commission Briefing Schedule, the party should contact the Chair of the Appeals Committee.”
- Duplicated part of 13.21 in 12.11 for clarity
- Deletions:
 - Delete 3.44 because it is addressed by a new sentence in 3.413, concerning administrative dismissals: “Failure to cooperate includes the failure of a Complainant to keep his or her contact information up-to-date.” Moved some information to new section 5.2, Dismissal of a complaint before the issuance of an initial determination.
 - Delete 4.314 because it was already addressed in the section about administrative dismissals.
 - Delete 7.241, 7.616, and 8.3 because redundant
 - Delete part of Section 10.27 regarding waiver of time limitations because it didn't make sense for the sequence of the process.
 - Delete 11.2 because redundant
 - Delete 2.5 because addressed in Computation of Time
 - In 10.2, removed references to housing discrimination, because Ordinance no longer restricts temporary injunctive relief to housing only.
- Changes:
 - In 3.43, changed 20 days to 15 days to make consistent with the ERD and EEOC.
 - Substantially rewrote 7.3 through 7.10 and 8 to lay out procedural processes chronologically and make clear for lay readers
 - Substantially rewrote Section 11 to make clear to litigants what is needed to process their appeals
 - Revised many sections after discussion with Hearing Examiner
 - Substantially rewrote section 6 to make difference between conciliation and settlement agreements clear.

Questions for the Commission:

- 2.13: What process would the Commission prefer the Division to use to resolve an informal complaint?