

8.0 | CHECKLIST FOR FILING YOUR BRIEF

You may find the following checklist helpful when submitting your brief.

✓ Clarity and Conciseness

Stay focused on your arguments and avoid providing too much background information or irrelevant information. Avoid using legal jargon.

✓ Timeliness

Pay close attention to the deadlines for filing your appeal and brief. Failure to follow time requirements may result in the denial of your appeal or the EEOC Office of Federal Operations not considering your brief.

✓ Cite to the Record

Reference the documents and testimony in the record that support your arguments.

✓ Typed

Typed briefs are preferred, but not required. If your brief is handwritten, please make sure that the handwriting is legible so that other people will be able to read your handwriting.

✓ Inclusion of All Arguments

Please include all your arguments in your initial brief. Commission regulations do not provide for the submission of supplemental briefs.

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