



THE EEOC'S GUIDE TO APPEAL BRIEF WRITING
CHAPTER 3
(entire chapter)

{8/6/2021}

*"Guide to Appeal Brief Writing for Unrepresented Complainants
before the EEOC Office of Federal Operations"*

Chapter 3: How to File Your Brief

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EEOC HANDBOOK
GUIDE TO APPEAL BRIEF WRITING

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CHAPTER: 3 HOW TO FILE YOUR BRIEF

SECTIONS: 3.1 through 3.2



3.1 | ONLINE THROUGH THE EEOC PUBLIC PORTAL (HTTPS://PUBLICPORTAL.EEOC.GOV)

The EEOC Public Portal is a secure, web-based application that allows individuals with discrimination complaints against the federal government to submit and receive documents supporting their appeal.

If you use the Public Portal to submit your brief, the Public Portal will automatically notify the agency; you do not need to send a copy to the agency. Even if you did not file your appeal using the Public Portal, you may still file your brief using the Portal.

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3.2 | MAIL BY U.S. POSTAL SERVICE

Mail your brief to:

Equal Employment Opportunity Commission
Office of Federal Operations
P.O. Box 77960
Washington, D.C. 20013

If you mail your brief to EEOC, you must mail a copy of your brief to the agency at the same time.

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APPENDIX



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