

**Office of Human Rights Memorandum**  
**Public Notice of Emergency Rule Revisions**

**To:** Public

**From:** Michelle M. Garcia, Interim OHR Director <sup>MG</sup>

**Re:** OHR's Emergency Rule Revisions on Case Processing, effective March 18, 2020

**Date:** March 20, 2020

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During the District of Columbia's state of emergency, the Office of Human Rights remains operational, with most staff teleworking. Consequently, OHR is issuing an emergency rulemaking under the D.C. Human Rights Act to revise applicable rules affecting operation by remote means. Below is a summary of the rule revisions, effective March 18, 2020:

- **Filing in-person:** Effective Wednesday, March 18, 2020 and until further notice, OHR will temporarily suspend in-person filings. Revised regulation: 4 DCMR § 705.2.
- **Filing by mail:** During the state of emergency, the Office will determine the date of receipt of complaints received via mail by using the postal date stamp plus five business days or the date of signature on the complaint plus five business days. OHR Director retains discretion to amend these rules as necessary under the state of emergency. Revised regulation: 4 DCMR § 705.2
- **Notarization:** Effective Wednesday, March 18, 2020 and until further notice, complainants will not be required to notarize the Charge of Discrimination, but Charges must still be verified and signed by the complainant under penalty of perjury. Revised regulation: 4 DCMR §§ 705.2, 705.6.

The following statutes which follow procedures under the DC Human Rights Act will be affected by the above revisions:

- o **The Fair Criminal Records Screening Amendment Act (FCRSA)** – Employment, D.C. Code § 32-1343
- o **The Fair Criminal Records Screening for Housing Act (FCRSHA)** – Housing, D.C. Code § 42-3541.04 (a).
- o **The Protecting Pregnant Workers Fairness Act (PPWFA)**, D.C. Code § 32-1231.07

**NOTE:** The above revisions will supersede related provisions under the Office's Standard Operating Procedures for Case Processing.

Questions regarding this Notice may be sent to [ohr@dc.gov](mailto:ohr@dc.gov).