

**WHAT OUR ATTORNEYS DO FOR FEDERAL EMPLOYEES  
WHO HAVE DISCRIMINATION CLAIMS**

**I. Reporting and filing a timely informal complaint with an Equal Employment Opportunity (EEO) counselor.**

The first thing you must do to begin your discrimination claim is to contact an Equal Employment Opportunity counselor. You must do this within 45 days of the date you believe you were the victim of discrimination. Without this initial first step, you will be unable to proceed with your claim by filing a formal complaint. Our attorneys will assist you in making contact with the Equal Employment Opportunity counselor and ensure that all of the specific timelines and procedures are accurately followed and completed.

**II. Filing a formal discrimination complaint in a federal agency's EEO procedure.**

After making contact with the Equal Employment Opportunity counselor, you must submit a formal discrimination complaint with the agency where you were discriminated. Our attorneys will ensure that the complaint is in accordance with the specific EEO procedures, and that it accurately reflects the facts of your situation, and that the formal complaint protects your rights to challenge the discrimination you have suffered.

**III. Representing you during the EEO investigation of your formal discrimination complaint.**

After submitting a formal complaint, your agency is required to conduct an investigation of the facts that you claimed in your complaint. The investigation usually occurs within 180 days of when you filed the complaint. We will advise you throughout the investigation process to ensure that your claim is being investigated properly. We will make sure that you and your witnesses are interviewed by the investigator, and that you have the chance to rebut the agency's position that you were not discriminated against.

**IV. Submitting a request for an EEOC hearing and representing you before the EEOC.**

We will be able to assist you in requesting a hearing before an EEOC Administrative Judge where you will be able to testify on behalf of your claim. The hearing must be requested in accordance with the time limitations set forth by EEOC procedures, and our attorneys will assist you in ensuring that the deadlines are timely met. In addition, we will conduct discovery – the prehearing exchange of information and documents with the agency – so that all facts in support of your claim will become part of the record. The agency will be represented by an attorney – you need to be too!

**V. Proceeding with your case as a civil action in federal district court.**

If you disagree with the Administrative Judge's final decision you may file a civil action in federal district court. Again, it is important to file a lawsuit within the time period permitted by the law. Our experienced attorneys will represent you in federal court. The rules for filing a civil action vary depending on your claim, and our experienced attorneys will be able to ensure that the rules and procedures are adhered to in accordance with federal law.

At each step in the procedures mentioned above, it is critical that you have an experienced attorney to represent you.

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