

161—3.4 (216) Complaints.

3.4(1) *Filing complaint.* Any person claiming to be aggrieved by a discriminatory or unfair practice may, personally or by an attorney, make, sign, and file with the commission a verified, written complaint. The attorney general, the commission, or a commissioner may initiate the complaint process by filing a complaint with the commission in the same manner as an aggrieved person.

3.4(2) *Contents of complaint.* Each complaint of discrimination should contain the following:

- a.* The full name, address and telephone number, if any, of the person making the charge;
- b.* The full name and address of each respondent;
- c.* A clear and concise statement of the facts, including pertinent dates, if known, constituting each alleged unfair or discriminatory practice;
- d.* If known and if employment discrimination is alleged, the approximate number of employees of a respondent employer.

3.4(3) *Technical defects in complaint.* Notwithstanding the provisions of subrule 3.4(2), a complaint is sufficient when the commission receives from the complainant a written statement sufficiently precise to identify the parties and to describe generally the action or practices complained of. A complaint may be amended to cure technical defects or omissions, including failure to verify the complaint. Such amendments will relate back to the date the complaint was filed.