

**Title 8—DEPARTMENT OF  
LABOR AND INDUSTRIAL RELATIONS  
Division 60—Missouri Commission on Human Rights  
Chapter 2—Procedural Regulations**

**PROPOSED AMENDMENT**

**8 CSR 60-2.025 Complaint, Investigation, and Conciliation Processes.** The commission proposes to amend sections (2) and (10).

*PURPOSE: The amendment to section (2) adds language clarifying that facsimile or electronic signatures can be used to sign complaint forms. The amendment to section (10) adds language indicating the commission may serve findings of probable cause by email in addition to certified mail and personal service.*

(2) Complaint Form. Every complaint shall be in writing, signed and verified by being sworn to before a notary public, or other person duly authorized by law to administer oaths and take acknowledgements, or by being supported by an affirmation or declaration in writing under penalty of perjury. **A facsimile or electronic signature shall have the same effect as an original signature. “Electronic signature” means any digital symbol, sound, or process attached to or logically associated with a digital record and executed or adopted by a person with the intent to sign the record. The commission will accept an array of digital objects to serve as an electronic signature. These objects can range from keyboarded characters (for example, /s/ Jane Doe”), a graphical image of a handwritten signature, or an authenticated process that creates an electronic signature. An electronic signature is considered attached to or logically associated with a digital record if the electronic signature is linked to the record during transmission and storage.** The complaint shall state facts supporting the allegations of unlawful discriminatory practice and the person against whom the complaint is filed. The complaint shall be upon forms furnished by the commission or Equal Employment Opportunity Commission (EEOC) or other federal agencies which have work-sharing or deferral agreements with the commission, or a local commission which has been certified as substantially equivalent by the commission.

(10) Service of the Finding of Probable Cause. If, after investigation, the executive director shall find probable cause to credit the allegations of the complaint, that finding of probable cause shall be filed with the secretary to the commission. Not more than fifteen (15) calendar days after the filing, the commission shall serve, by certified mail, **email with delivery receipt, facsimile with fax received report**, or personal service upon the complainant and the respondent, a copy of the complaint and all amendments to the complaint, a copy of the finding of probable cause, a copy of the commission’s procedural regulations, and notice that conciliation shall be attempted.

*AUTHORITY: sections 213.030, 213.077, and 213.085, RSMo 2016, and sections 213.075 and 213.111, RSMo Supp. 2017. Original rule filed April 15, 1988, effective July 11, 1988. For intervening history, please consult the **Code of State Regulations**. Amended: Filed January 6, 2020.*

*PUBLIC COST: This proposed amendment will not cost state agencies or political subdivisions more than five hundred dollars (\$500) in the aggregate.*

*PRIVATE COST: This proposed amendment will not cost private entities more than five hundred dollars (\$500) in the aggregate.*

*NOTICE TO SUBMIT COMMENTS: Anyone may file a statement in support of or in opposition to this proposed amendment with the Missouri Commission on Human Rights, Attn: Dr. Alisa Warren, Executive Director, PO Box 1129, Jefferson City, MO 65102-1129. To be considered, comments must be received within thirty (30) days after publication of this notice in the **Missouri Register**. No public hearing is scheduled.*