

**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. 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.

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

After submitting a formal complaint the agency that you worked for will conduct an investigation of the facts that you claimed in your complaint. We will advise you throughout the investigation process to ensure that your claim is being investigated properly. We will assist you with the discovery process so that we can obtain pertinent information to represent you in your hearing.

IV. Submitting a request for an EEOC hearing.

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.

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. Our attorneys will be able to assist you every step of the way in your civil action and will be able to represent your claim 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.