

**13 NCAC 19 .0302 FILING OF COMPLAINTS**

- (a) A complaint is filed when it is received by the Retaliatory Employment Discrimination Bureau. The complaint, faxed complaint, amendments, written authorizations, and faxed authorizations must be received by the Retaliatory Employment Discrimination Bureau within 180 days of the alleged violation.
- (b) A complaint may be filed by facsimile as long as a signed paper copy is received by the Retaliatory Employment Discrimination Bureau within 10 calendar days of transmittal of the fax. If a signed paper copy of the complaint is not received as set forth in this Rule, the faxed complaint is subject to administrative closing as set out in these Rules.
- (c) If a complaint is filed by anyone other than the complainant, including an attorney, the Retaliatory Employment Discrimination Bureau must receive a written authorization, dated and signed by the complainant allowing such person to file the complaint on the complainant's behalf. The written authorization must be received by the Retaliatory Employment Discrimination Bureau within 10 calendar days of receipt of the complaint. Such complaints not followed by written authorization are subject to administrative closing as set out in these Rules.
- (d) A written authorization may be filed by facsimile as long as a signed paper copy is received by the Retaliatory Employment Discrimination Bureau within 10 calendar days of transmittal of the fax. If a signed paper copy of the written authorization is not received as set forth in this Rule, the complaint is subject to administrative closing as set out in these Rules.
- (e) Computation of time for filing and other deadlines shall be in accordance with G.S. 1A-1, Rule 6(a).

*History Note: Authority G.S. 95-245;  
Eff. April 1, 1999;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2018;  
Amended Eff. March 1, 2025.*