

How to contact us:

DETROIT EXECUTIVE OFFICE
Cadillac Place
3054 W. Grand Boulevard, Suite 3-600
Detroit, MI 48202
Phone 313/456-3700
Fax 313/456-3701
Email: MDCR-INFO@michigan.gov

REGIONAL OFFICES

Flint Office
State Office Bldg.
125 East Union
Flint 48502
Phone 810/760-2805
Fax 810/760-7363

Grand Rapids Office
350 Ottawa Ave., NW
4th Floor
Grand Rapids 49503
Phone 616/356-0380
Fax 616/356-0399

Lansing Office
Capital Tower Building
110 W. Michigan Ave., Suite 800
Lansing 48933
Phone 517/335-3165
Fax 517/241-0546

Marquette Office
1504 W. Washington Street,
Suite B
Marquette 49855
Phone 906/226-6393
Fax 906/226-3974

Toll-Free Number: 1-800-482-3604
TTY Users: 1-877-878-8464
Website: www.michigan.gov/mdcr

Mission

To secure the full and equal enjoyment of civil rights in Michigan by eliminating discrimination, assuring equal protection, and effectively managing and embracing diversity.

These procedures are issued under the authority of Acts 220 & 453, Public Acts of 1976, as amended. Published on the web only.

This brochure is available in accessible format.

A Guide to The Resolution/ Fact-Finding Conference



What is the purpose of the conference?

The Michigan Department of Civil Rights conducts resolution/fact-finding conferences to try and resolve complaints. If an agreement cannot be reached, the conference enters a fact-finding stage to help the department investigate the complaint.

The conference is not a hearing on the merits of the complaint. It is a chance for the parties to find out what happened and why.

Who should attend?

The parties to the complaint should attend the conference. The claimant (person making the complaint) and respondent (person the complaint is about) may bring an attorney and witnesses with firsthand knowledge about the complaint.

For privacy's sake, no more than three people each for both respondent and claimant should attend. The testimony of others should be written into a signed statement or affidavit and submitted to the department.

The person conducting the conference may permit others to attend.

What may happen if one of the parties does not attend?

A respondent who refuses to attend the conference may be ordered to appear later to testify.

Failure of the claimant to attend may lead to dismissal of the complaint for lack of cooperation.

What information should I provide before the conference?

Before the conference, the respondent may be asked to respond to the complaint.

Documents and any supporting information requested must be submitted to the Michigan Department of Civil Rights in a timely manner.

In addition, the parties may submit a summary statement of their position including a settlement proposal.

What if the parties reach an agreement?

If the parties settle the matter before or during the conference, the department may close the case as resolved without making a finding.

Both parties are encouraged to consider settling the complaint. They will receive the MDCR's full cooperation and help.

What if the parties do not reach an agreement?

After the conference, the Michigan Department of Civil Rights will continue to process the complaint by:

- Conducting further investigation
- Making a finding based upon evidence submitted during the conference

We hope this approach will be helpful in speeding up the investigation and resolution of complaints.