

DeKalb County Government

Service on Respondent

Appendix B — Notice of Complaint

Date of Notice: _____

Complaint Tracking No.: _____

To (Respondent Name): _____

Respondent Address: _____

You are hereby notified that a verified complaint alleging a violation of Article XV (Non-Discrimination) of Chapter 15 of the Code of DeKalb County has been filed against you or your business. A copy of the complaint is enclosed with this notice.

Under the Ordinance, this complaint will first be referred to a mediator for non-binding mediation. Participation in mediation is voluntary. If mediation does not resolve the complaint, or if either party declines to participate, the complaint will be referred to a hearing officer for further review.

You are not required to respond at this stage. If the complaint proceeds to a hearing officer, you will receive a separate notice with instructions and deadlines for filing an answer.

Method of Service

- ☐ Personal Service
- ☐ Certified Mail, Return Receipt Requested
- ☐ Statutory Overnight Delivery

Date Served: _____

Served By: _____

Contact Information

Questions regarding this notice may be directed to the Office of the Chief Executive Officer, DeKalb County Government, [insert address/phone/email].