

Sec. 4-61dd-6. Notice of hearing

(a) Upon the filing of a complaint, the chief human rights referee shall appoint a human rights referee to act as a presiding officer, and shall further issue to all parties a written notice of hearing in accordance with subsections (a) and (b) of section 4-177 of the Connecticut General Statutes. The notice of hearing shall include:

- (1) A statement of the time and place of the hearing;
- (2) A statement of the time and place of the initial conference;
- (3) A statement of the legal authority and jurisdiction under which the hearing is to be held;
- (4) A reference to the particular sections of the statutes and regulations involved;
- (5) A short and plain statement of the matters asserted;
- (6) A statement informing the respondent that respondent shall file a written answer to the complaint within ten (10) days of receipt of the complaint and the notice of hearing or such other time as may be established in the notice of hearing;
- (7) The address, facsimile mail number and telephone number of the office of public hearings; and
- (8) The address at which the answer and all original papers concerning the contested case proceeding shall be filed.

(b) The office of public hearings shall issue the notice of hearing together with the complaint by certified mail, return receipt requested not less than sixty (60) days prior to the hearing and not less than fourteen (14) days prior to the initial conference.

(Adopted effective April 23, 2003; Amended December 30, 2008)