

◆EEOC HECAPS Case◆

Designation of Representative/E-filer Registration Form

**INSTRUCTIONS:** This form is available in electronic form. Fill in the requested information, convert to PDF and email to the AJ within 15 days of receipt. If received as an email attachment, first save it, then open. To enter data, go to MS Word “Forms” toolbar, click on the “Form Field Shading”  and “Padlock”  buttons. Tab to the various shaded text form fields and type in data. Save form for future use.

1. EEOC Case No:
2. Agency No(s):
3. Complainant:
4. Agency:
5. Your Name:
6. The Party You Represent:  Complainant  Agency
7. Capacity:  Pro Se  Non-attorney Representative  Attorney Representative
8. Your Mailing Address:
9. Your Telephone Number:
10. Your Fax Number:
11. Your E-mail Address:

**I understand that this case is a Commission HECAPS case and is subject to the provisions of the HECAPS General Order issued in the case. I further understand that I may not withdraw this e-filer registration without the Administrative Judge’s express approval.**

DATE:

/s/  
(Party’s or Representative’s Signature)