From:	ray.fair@yale.edu
To:	"Nurse-Goodison, Margaret"
Subject:	FW: Complaint Paperwork
Date:	Wednesday, October 15, 2025 4:26:58 PM
Attachments:	image002.png image003.png Mail Out Complaint Instructions.docx SAMPLE AFFIDAVIT.docx FILLABLE COMPLAINT AND FORMS.docx General Notice of Parties" Rights, Duties and Responsibilities.pdf

---

From: Fleming, Ashanti <Ashanti.Fleming@ct.gov>
Sent: Wednesday, February 22, 2023 10:03 AM
To: ray.fair@yale.edu
Subject: Complaint Paperwork

Good morning Mr. Ray Fair,

As requested, please find attached to this email a complaint packet with supplemental forms (FILLABLE COMPLAINT AND FORMS), as well as documents that contain further instructions on how to file a complaint (Mail Out Complaint Insturctions & SAMPLE AFFIDAVIT). The only documents and forms you would need to return to our office to file the complaint are the Fillable Complaint and Forms doucment. The other two attachments are just guides to assist you with completing the affidavit.

Further, please find attached a PDF containing a brief, 8-page, notice of your rights, duties, and responsibilities when filing a complaint as well as a breif overview of the CHRO process after a complaint is filed.

As a reminder: you will need to return the complaint affidavit with your notarized signature and completed supplemental forms to our office for filing. Please note you have 300 days from the date of incident to file a timely claim with our agency. Claims not timely filed will be dismissed. Your claim is not officially filed until you return it to our office with your signature. You can fax (**203-805-6559**), mail, or scan and return the forms by email attachment.

Please contact me if you require additional assistance,

www.ct.gov/chro

Ashanti L. Fleming (she/her/hers)
CHRO Representative Trainee
West Central Regional Office
Commission on Human Rights and Opportunities
55 West Main Street, Suite 210
Waterbury, CT 06702 | AA/EOE
P: (203)-805-6548 | F: (203)-805-6559 | C: (475)-222-3941|

Ashanti.Fleming@ct.gov