EMPLOYMENT DISCRIMINATION BUREAU

NORTH CAROLINA DEPARTMENT OF LABOR

Standard Operating Procedures

Exhibit List

Sample Document	Exhibit #
Basic Oracle Screenshot – Required Case Information	Oracle
Complaint Form	100-1
Oracle Screenshot – Searching for Complainant by Name	100-2
Oracle Screenshot – Last Case Number Assigned	100-3
Oracle Screenshot –Initial File	100-4
Oracle Screenshot –New Case Information entered by Complaint Processor	100-5
Notice of Complaint to Respondent / Case History Sheet	100-6
90-Day Right-to-Sue Letter	200-1
Withdrawal Closure Notice	300-1
Administrative Closure Notice	400-1
Complainant Notice to Participate in Investigation	500-1
Respondent Notice to Participate in Investigation	500-2
Subpoena	500-3
Activity Log	500-4
Uncooperative Right-to-Sue Letter	600-1
Bankruptcy Right-to-Sue letter	700-1
Settlement Agreement	800-1
Settlement Closure Letter	800-2
Oracle Screenshot – Closing Settled Case File	800-3

Report of Investigation (Merit)	1000-1
Report of Investigation (No Merit)	1000-2
Merit Right-to-Sue Letter	1100-1
No-Merit Right-to-Sue Letter	1100-2
Oracle Screenshot (for when conduct Litigation Review)	1100-3
Case File Tabs	1200-1
Case File Exhibit Cover Sheets	1200-2
Case File Table of Contents	1200-3
Case File Correspondence Tabs	1200-4
Disclosure Checklist	1300-1
EDB Payment Letter	1300-2
Final Letter to Requesting Party	1300-3
Strategic Plan Format	1520-1