

**EQUAL OPPORTUNITIES COMMISSION
CITY OF MADISON
210 MARTIN LUTHER KING, JR. BOULEVARD
MADISON, WISCONSIN**

Kelly Lajter
1613 Homberg Lane
Madison, WI 53716

Complainant

v.

The Douglas Stewart Company
2402 Advance Road
Madison, WI 53718

Respondent

**NOTICE OF PRE-HEARING
CONFERENCE**

CASE NO. 2020-0114
EEOC CASE NO. 26B-2021-00005

Notice is hereby given that, pursuant to MEOC Rule 9.11, a Pre-Hearing Conference shall be held on April 27, 2022 at 3:00 p.m. This Pre-Hearing Conference will be conducted in the form of a Zoom meeting. The link or telephone number for participating via Zoom are included with this Notice. If you have any problems or concerns about participating in this manner, please contact the Department of Civil Rights offices at (608) 266-4910. Please be aware that your call may be sent to an answering machine, but understand that your call will be received and sent to the appropriate individual for response.

1. Each party must appear in person or by a representative who shall have settlement authority.
2. The parties shall set forth their positions and define the issues involved in the hearing.
3. All pre-hearing matters, including discovery, the filing of motions and the filing and exchange of witness lists, will be scheduled at this pre-hearing conference.
4. A tentative hearing date will be set.

The Department of Civil Rights is a public body subject to the provisions of the Wisconsin Public Records Laws, Wis. Stats. §§19.31 through 19.37. In order to reduce the opportunity for theft of personally identifying information, it is recommended that parties redact or remove sensitive and personally identifying information such as Driver's License Numbers, Social Security Numbers and credit references from any submissions to the Department. Should the need arise,

it will be the responsibility of the redacting party to provide the redacted or removed information if the Department of Civil Rights requires access to such information.

FAILURE TO APPEAR AT THE PRE-HEARING CONFERENCE MAY RESULT IN THE ENTRY OF AN ORDER DISPOSING OF THIS CASE BY DEFAULT.

Signed and dated this 1st day of April 2022.

EQUAL OPPORTUNITIES COMMISSION

A handwritten signature in black ink, appearing to read "Clifford E. Blackwell, III", written over a horizontal line.

Clifford E. Blackwell, III
Hearing Examiner

cc: Attorney Mary Kennelly
Attorney Lynn Stathas