March 25, 2020

**Via Email (**[**kelly@chanfraulaw.com**](mailto:kelly@chanfraulaw.com)**) and (**[**LBerg@stearnsweaver.com**](mailto:LBerg@stearnsweaver.com)**)**

**To:** Kelly Chanfrau, Esq. Lisa Berg, Esq.

President President

NATIONAL EMPLOYMENT THE ACADEMY OF

LAWYERS ASSSOCIATION, FLORIDA MANAGEMENT

FLORIDACHAPTER ATTORNEYS

**From:** Michael J. Farrell

District Director, U.S. EEOC Miami District Office

Dear Kelly and Lisa,

Thank you both again for agreeing to post this critical information to your respective organizations’ Listserves and to share it with as many of your employment law colleagues and practitioners here in Florida (both members and non-members) as possible.

Given the current COVID-19 health crisis, the U.S. Equal Employment Opportunity Commission (“EEOC” or the “Commission”) has made the prudent decision to protect the health of the public it serves and that of its own employees by maximizing its telework capabilities to 100%. We must all adapt to this new reality as quickly as possible. This means implementing measures that will both serve to protect the health of all of our stakeholders, while still maintaining operations and providing the highest quality customer service possible. Here in the EEOC’s Miami District, which includes **the Miami District Office**, **the Tampa Field Office** and **the San Juan Local Office**, the following measures should be noted:

1. **Please send all documents to the EEOC’s Miami District Offices in Digital Format, i.e., via Email or through our EEOC Portal. Please do not send documents to our offices via mail or fax.**  As this crisis continues, mail and fax will become less and less viable. **This is especially critical for employee-side attorneys who are filing attorney-drafted EEOC Charges.** We are all aware of the critical nature of the filing date for EEOC Charges, as well as the date of dual filing with EEOC’s FEPA Partners. Those attorneys who wish to file an EEOC Form 5 attorney-drafted charge, please use the following email addresses to file your charge:

**Miami District Office –** [**linda.byars@eeoc.gov**](mailto:linda.byars@eeoc.gov)

**Tampa Field Office –** [**TAMPATTY@eeoc.gov**](mailto:TAMPATTY@eeoc.gov)

**San Juan Local Office –** [**william.sanchez@eeoc.gov**](mailto:william.sanchez@eeoc.gov)

Note that these email inboxes will be monitored closely by multiple EEOC personnel and all charges received via email will be docketed and processed.

**Also, all other documents, including Notices of Appearance, Position Statements, Requests for Extensions of Time, Requests for a Notice of Right to Sue, Agreements to Mediate, etc. should be uploaded into EEOC’s Portal and NOT sent via mail or fax.** To the extent any practitioner or member of the public is experiencing problems with EEOC’s Portal, they may request help via any of the email addresses above, or contact us at our toll free number, 800-669-4000. We also have a TTY line for those who are deaf or hard of hearing, 800-669-6820.

1. **All EEOC Miami District Staff who are teleworking during this crisis have been issued EEOC laptops, with access to their email address and their office telephones.** To the extent any of you need to reach an Investigator/Mediator/Attorney/Administrative Judge/EEOC Management, or any of our three Directors, you may do so as you always have, i.e., via email or telephone. The EEOC’s Miami District Offices **are not closed. Staff are simply working remotely to advance their cases and best serve our stakeholders, while remaining safe during the current health crisis.**
2. **Please do not refer members of the public to any of our physical offices. Please do not provide them with EEOC Pre-Charge Inquiry Questionnaires and instruct them to mail, fax or hand deliver them. Please refer Potential Charging Parties to our online Public Portal at** [**www.eeoc.gov**](http://www.eeoc.gov) **or to our 1-800 telephone number listed in Paragraph 1 above. Members of the public are being alerted via several methods to also reach out to us via Email or EEOC’s Public Portal.**
3. **As with all services to the public, EEOC will still process Freedom of Information Act Requests.** Like all other documents submitted to the EEOC during this health crisis, please make your FIOA requests via Email at [miamfoia@eeoc.gov](mailto:miamfoia@eeoc.gov), or through our dedicated FOIA Portal at [www.eeoc.gov](http://www.eeoc.gov).
4. **All Worksharing Agreements with the Miami District’s nine (9) FEPA Partners, including the Florida Commission on Human Relations, remain in full force and effect. This includes the agency relationship provisions of those Agreements which allow for dual filing of Charges.**

Thank you for your attention to these measures and please stay safe. As I have repeatedly stated in addresses to both of your organizations, EEOC’s goal is compliance with the laws we enforce and we can not achieve that goal without working together with all of you.

Should more information be required, or made available to me, I will share it with you as soon as possible. In the meantime, should any of you or your fellow employment law practitioners in the Miami District require any further information, please do not hesitate to contact the appropriate Office Director using the contact information below.

Michael J. Farrell Evangeline Hawthorne William Sanchez

Miami District Director Tampa Field Office Director San Juan Local Director

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