



U.S. Equal Employment Opportunity Commission

Sample Draft Order

)	
)	
John Doe,)	EEOC No. XXX-20XX-XXXXXX
Complainant,)	Agency No. XXXXXXXXXXXX
)	
v.)	
)	
Secretary,)	
Agency Name,)	Date: ____/____/20____
Agency.)	
_____)	

ORDER

Having carefully considered Complainant’s / the Agency’s (circle one) Motion for XXXXXXXX, the undersigned finds that the Motion should be, and now hereby is, GRANTED / DENIED (circle one).

It is so **ORDERED**.

For the Commission:

(Insert AJ name)

Administrative Judge

CERTIFICATE OF SERVICE

I hereby certify that on ____/____/20____, I have uploaded to the Public Portal / mailed via First-Class Mail / emailed / faxed (circle at least one) the attached ORDER to the following individuals at the addresses listed below:

John Doe

Complainant

John.Doe.123@xyz.com

Jane Poe, Esq.

Agency Counsel

Jane.Poe@xyz.gov

(Insert AJ name)
Administrative Judge