

EEOC Active Case Pulse

Review monthly and whenever a new employment or agency event occurs. Reporting an event does not necessarily amend a charge.

Case/charge reference (keep private): _____ Review period: _____

New events

Event/date	Actor/source	Possible issue	Evidence preserved	Agency/procedural follow-up	Independent deadline

Monthly file check

- Portal/contact information current.
- All agency messages and submission confirmations saved.
- Position statement/rebuttal status current.
- New discipline, schedule, pay, leave, performance, witness, reference, or post-employment events reviewed.
- Damages and mitigation records updated.
- Next review date set.