

## **Facing a Title IX Complaint: Your Next Steps**

*A plain-English guide for students and staff, respondents and complainants. General information, not legal advice.*

A Title IX case moves fast and the early steps shape the outcome. Whatever your role, protect yourself now.

### **Right now**

- Preserve everything: messages, emails, photos, social posts, and the names of possible witnesses.
- Write a dated timeline of what happened while it is fresh.
- Do not contact the other party, directly or through friends.
- Get an advisor of your choice, including an attorney, before you give a statement.

### **Know your rights in the process**

- Clear written notice of the specific allegations.
- An advisor of your choice, which can be an attorney.
- Access to the evidence to review before any hearing.
- Adequate time to prepare, and a decision made under the proper standard.
- The right to appeal an adverse decision.

### **Protect your future**

- Understand the stakes: your education, job, professional license, and record.
- Ask about interim measures and any no-contact directives.
- Keep a copy of everything the school sends you.
- Write down every deadline the moment you learn it.

### **Do not**

- Do not speak to investigators without understanding your rights first.
- Do not retaliate against or contact the other party.
- Do not ignore a deadline or assume you can fix it later.
- Do not assume the school is looking out for your interests.

**Not sure where you stand? A free, confidential consultation can tell you.**  
**Sobel Law Solutions, LLC | (216) 282-9776 | [sobellawsolutions.com/schedule](https://sobellawsolutions.com/schedule)**

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