

# Do I have a claim?

If you are interested in an initial consultation with our firm, we request the following information. You can submit this information via fax, mail, or email. While the firm treats all information provided as confidential, please note that information sent in emails may NOT be secure, and may be intercepted or read by your employer or others, especially if you use a computer owned by your employer. Until and unless our firm agrees to take your case and enters into a signed retainer contract with you, please do not assume that our firm will represent you. A separate chronology or timeline of important events is often useful to attach.

## SECTION 1 – GENERAL / CONTACT INFORMATION

Name:

Address / City / State:

Contact numbers:

Email address:

Name of employer (for conflict check):

Name of responsible official(s) or supervisor(s):

Location (city and state) where you work:

Number of employees at your location:

Total no. of employees in company:

Your Position title:

Years in your current position:

Years at your employer:

**SECTION 2 – SUMMARY OF YOUR LEGAL CLAIM**

Indicate the basis of your legal claim:

- race (my race is )
- age (I am  years old)
- sex (I am  male  female)
- retaliation
- religion ()
- disability
- pregnancy
- family/medical leave
- family responsibility
- breach of contract
- wrongful termination
- whistleblowing
- other (explain below):

*(continue to next page...)*

### SECTION 3 - DETAILS OF YOUR LEGAL CLAIM

Briefly describe the bad thing(s) that happened, or the harm you suffered (such as fired, demoted, suspended, not promoted, harassed, etc.):

Dates when the event(s) happened:

Briefly describe what makes you think that the employer was motivated by discrimination, retaliation, or other illegal motive:

Do you have a contract or hire letter (if yes, please attach)?       Yes       No

Did you sign an arbitration agreement (if yes, please attach)?       Yes       No

**SECTION 3 - DETAILS OF YOUR LEGAL CLAIM (continued)**

Are there any policies or handbook provisions at issue?       Yes     No

If so, please describe them:

Are there any people who witnessed these events or whom you think can be helpful witnesses?

*(continue to next page...)*

**SECTION 3 - DETAILS OF YOUR LEGAL CLAIM (continued)**

Have you filed a grievance or EEO complaint with your employer, your union or any governmental agency (such as the EEOC or the Human Rights Commission)? If so, what is the status of that complaint?

What do you think would be a satisfactory result or resolution?