

**UNITED STATES BANKRUPTCY COURT
FOR THE
WESTERN DISTRICT OF VIRGINIA**

EMPLOYMENT DISPUTE RESOLUTION PLAN

Approved by:



Rebecca B. Connelly, Chief Judge
U.S. Bankruptcy Court for the Western District of Virginia

Date: March 13, 2019

CHAPTER 1 – GENERAL PROVISIONS

Section 1 Preamble

This Plan (the “Plan”) shall be known as the Employment Dispute Resolution Plan for the U.S. Bankruptcy Court for the Western District of Virginia (the “Court”). The Court has adopted it to comply with guidelines set forth by the Judicial Conference of the United States to provide rights and protections to employees that are comparable to those provided to legislative branch employees under the Congressional Accountability Act of 1995.

Any modification of this Plan must first be approved by the Fourth Circuit Judicial Council (the “Council”). A copy of the Plan and any subsequent modifications shall be filed with the Administrative Office of the United States Courts (“AO”) and posted on the Court’s internal and external websites. The Court shall annually submit a report on the Plan’s implementation to the AO for inclusion in the Director’s Annual Report to the Judicial Conference.

Policies adopted by the Court pertaining to adverse action or general grievance proceedings that do not invoke the rights and protections afforded under this Plan are not affected by the Plan.

The Plan is not intended to duplicate the protections provided for the resolution of complaints of judicial officer misconduct or disability under 28 U.S.C. §351, et. seq., and otherwise is intended to be the employee’s exclusive remedy relating to rights enumerated under the Plan.

Section 2 Scope of Coverage

This Plan applies to all Judges, as well as to all the Court’s employees, including Judges’ chambers staffs, court unit executives and their staffs, and all paid or unpaid interns or externs.

Section 3 Definitions

For the purposes of this Plan:

A. The term “**claim**” means the filing of a request for counseling as set forth in Chapter 10, which may be further pursued by the filing of a request for mediation and a request for hearing.

B. The term “**employee**” includes all individuals listed in Section 2 of this chapter, as well as applicants for employment and former employees, except as provided below. The term “employee” does not include applicants for bankruptcy judge positions, volunteer counselors or mediators, or other individuals who are not employees of the Court.

C. The term “**judicial officer**” means a U.S. bankruptcy judge.

CHAPTER 2 – EQUAL EMPLOYMENT OPPORTUNITY AND ANTI-DISCRIMINATION RIGHTS

Section 1 **General**

Discrimination against employees based on race, color, religion, sex (including pregnancy and sexual harassment), national origin, age (at least 40 years of age at the time of the alleged discrimination), and disability is prohibited. Harassment against an employee based upon any of these protected categories or retaliation for engaging in any protected activity is prohibited. All of the above constitute “wrongful conduct.” The rights and protections of Sections 1 through 7 of the Model EEO Plan shall also apply to employees.

Section 2 **Definition**

The term “**disability**” means:

- A. a physical or mental impairment that substantially limits one or more of an employee’s major life activities,
- B. a record of such an impairment, or
- C. being regarded as having such an impairment.

See 42 U.S.C. §12102(2).

CHAPTER 3 – FAMILY AND MEDICAL LEAVE RIGHTS

Section 1 **General**

Title II of the Family and Medical Leave Act of 1993, 5 U.S.C. §§6381 et. seq., applies to Court employees in the manner prescribed in Guide to Judiciary Policy, Vol. 12, §920.45.

CHAPTER 4 – WORKER ADJUSTMENT AND RETRAINING NOTIFICATION RIGHTS

Section 1 **General**

No “employing office closing” or “mass layoff” (as defined in Section 2 of this chapter) may occur until the end of a 60-day period after the Court serves written notice of such prospective closing or layoff to employees who will be affected. This provision shall not apply to an employing office closing or mass layoff resulting from the absence of appropriated funds.

Section 2 **Definitions**

- A. The term “employing office closing” means the permanent or temporary shutdown of a single site of employment if the shutdown results in an employment loss at the

single site of employment during any 30-day period for 50 or more employees excluding any part-time employees.

B. The term “mass layoff” means a reduction in force which:

1. is not the result of an employing office closing; and
2. results in an employment loss at the single site of employment during any 30-day period for
 - a. at least 33% of the employees (excluding any part-time employees); and at least 50 employees (excluding any part-time employees); or
 - b. at least 500 employees (excluding any part-time employees).

See 29 U.S.C. §2101.

CHAPTER 5 – EMPLOYMENT AND REEMPLOYMENT RIGHTS OF MEMBERS OF THE UNIFORMED SERVICES

Section 1 General

The Court shall not discriminate against an eligible employee or deny an eligible employee reemployment rights or benefits under the Uniformed Services Employment and Reemployment Rights Act, 38 U.S.C. §4301 et. seq.

CHAPTER 6 – OCCUPATIONAL SAFETY AND HEALTH PROTECTIONS

Section 1 General

The Court shall provide to its employees a place of employment that is free from recognized hazards that cause or are likely to cause death or serious physical harm to employees. Claims seeking a remedy that is exclusively within the jurisdiction of the General Services Administration (“GSA”) or the U.S. Postal Service (“USPS”) are not cognizable under this Plan; such requests should be filed directly with the GSA or the USPS as appropriate.

Section 2 Court Program Requirements

The Court shall implement a program to achieve the protections set forth in Section 1 of this chapter. Said program shall consist of consultation with and inspections by the GSA to identify any hazards that may be apparent and to take all necessary actions to eliminate such hazards.

CHAPTER 7 – POLYGRAPH TESTS

Section 1 **General**

Unless required for access to classified information, or otherwise required by law, no employee may be required to take a polygraph test.

CHAPTER 8 – WHISTLEBLOWER PROTECTION

Section 1 **General**

Any employee who has authority to take, direct others to take, recommend, or approve any personnel action shall not, with respect to such authority, take or threaten to take an adverse employment action with respect to an employee (excluding applicants for employment) because of any disclosure of information to –

- A. an appropriate federal law enforcement authority, or
- B. a supervisor or managerial official of the Court, a judicial officer of the Court, or the AO,

by the employee, that the employee reasonably and in good faith believes evidences a violation of any law, rule or regulation, or other conduct that constitutes gross mismanagement, a gross waste of funds, or a substantial and specific danger to public health or safety, provided that such disclosure of information –

- 1. is not specifically prohibited by law,
- 2. does not reveal case-sensitive information, sealed material, or the federal judiciary’s deliberative processes (as outlined in Guide to Judiciary Policy, Vol. 20, Ch. 8), and
- 3. does not reveal information that would endanger the security of any federal judicial officer.

Section 2 **Definition**

For purposes of this chapter, an “adverse employment action” means a termination, demotion, transfer, or reassignment; loss of pay, benefits, or awards; or any other employment action that is materially adverse to the employee’s job status, compensation, terms, or responsibilities, or the employee’s working conditions.

CHAPTER 9 – REPORTS OF WRONGFUL CONDUCT

A report of wrongful conduct is not the same as initiating or filing a claim under this Plan. Employees who wish to file a claim relating to any alleged wrongful conduct as defined in Chapter 2, Section 1, must follow the procedures set forth in Chapter 10 of this Plan.

Judges and employees are encouraged to report wrongful conduct to the Court's EDR Coordinator, the Chief Judge, Clerk, Human Resources Manager or their supervisor as soon as possible, before it becomes severe or pervasive. Retaliation against any employee making a report of wrongful conduct is prohibited. The person receiving such a report has the responsibility to notify the EDR Coordinator as soon as possible.

The EDR Coordinator shall promptly inform the Chief Judge and Clerk of any report. The Chief Judge and/or the Clerk shall ensure that the allegations in the report are appropriately investigated.

All individuals involved in the investigation shall keep confidential the allegations of wrongful conduct to the extent possible. Information and records about the allegations shall be shared on a need-to-know basis.

Employees found by the Chief Judge and/or Clerk to have engaged in wrongful conduct, as defined in this Plan, may be subjected to disciplinary action.

CHAPTER 10 – DISPUTE RESOLUTION PROCEDURES

Section 1 General Procedure for Consideration of Alleged Violations

An employee who claims a denial of the rights granted under Chapters 2 through 8 of this Plan shall seek resolution of such claims through this chapter's procedures. Generally, the process consists of:

- A. counseling and mediation,
- B. hearing before the Chief Judge (or a designated judicial officer), and
- C. review of the hearing decision under procedures established by the Council.

Section 2 Alleged Violations by Employees

Before invoking a request for counseling, an employee (to the extent feasible) is encouraged to bring his or her concerns to the Clerk, unless the Clerk is the alleged violator. In such a situation, the employee should bring his or her concerns to the Chief Deputy Clerk. An employee alleging that any of the rights granted under the Model EEO Plan or this Plan have been violated, and who seeks relief under this Plan, must file a request for counseling with the Court's EDR Coordinator in accordance with Section 8 of this chapter.

Section 3 **Alleged Violation by Judge**

Any employee alleging that a judge violated any rights granted under the Model EEO Plan or this Plan may file a claim in accordance with this Plan. In such an instance, however, all the claims procedures of this chapter shall be performed by the Council, either by members of the Council directly or by persons designated to act on its behalf, which may include the chief judge of the circuit. If a judge becomes the subject of both a claim and a judicial misconduct complaint under the Judicial Conduct and Disability Act, 28 U.S.C. §§351-364, the Council or its designee, which may include the chief judge of the circuit, will craft a procedure for determining any common issues of fact and processing both complaints, subject to all requirements of the Act, the Rules for Judicial Conduct and Judicial Disability Proceedings and, as practicable, this Plan. In so doing, the Council or its designee, who may include the circuit's chief judge, may determine that all or part of the claim must be abated until action is taken on the judicial misconduct complaint.

Section 4 **Confidentiality**

The Court shall keep confidential the allegations filed under the Plan to the extent possible. However, information about allegations filed under this Plan shall be shared on a need-to-know basis. Records relating to violations under this Plan shall be kept confidential on the same basis.

Section 5 **General Provisions and Protections**

A. Prohibition Against Retaliation – claimants under this Plan have the right to be free from retaliation based upon the filing of a claim. Likewise, any person who participates in the filing or processing of a claim, such as an EDR Coordinator, mediator, witness, representative, or co-worker, is also entitled to freedom from retaliation.

B. Right to Representation – every individual invoking this Plan's dispute resolution procedures has the right to be represented by a person of his or her choice if such person is available and consents to be a representative. A Court employee may accept the responsibilities of representation if it will not unduly interfere with his or her court duties or constitute a conflict of interest, as determined by the Chief Judge or the Clerk.

C. Case Preparation – to the extent feasible, every individual invoking this Plan's dispute resolution procedures may use a reasonable amount of official time to prepare his or her case, as long as it does not unduly interfere with the performance of his or her court duties.

D. Extensions of Time – the Chief Judge, or other presiding judicial officer, may extend any of the deadlines set forth in this chapter for good cause.

E. Dismissal of Claim – on his or her own initiative or at the request of any party, the Chief Judge or presiding judicial officer may at any time in the proceedings, dismiss a claim on the grounds that it does not invoke violations of the rights or protections granted under the Model

EEO Plan or this Plan; is untimely; is unduly repetitive of a previous claim, adverse action, or grievance; is frivolous; or fails to state a claim upon which relief may be granted.

F. Records – at the conclusion of formal and informal proceedings under this Plan, all papers, files, and reports will be filed with the EDR Coordinator. No papers, files, or reports relating to a dispute will be filed in any employee’s personnel folder, except as necessary to implement an official personnel action.

Section 6 **Designation and Duties of EDR Coordinator**

The Court designates the Chief Deputy Clerk as the EDR Coordinator. The Court may designate more than one EDR Coordinator but elects not to do so at this time. The EDR Coordinator’s duties shall include the following:

- A. to provide information to the Court and employees regarding the rights and protections afforded under this Plan,
- B. to coordinate and organize the procedures and establish and maintain official files pertaining to claims and other matters initiated and processed under the EDR Plan,
- C. to coordinate the counseling of individuals in the initial stages of the claims process, in accordance with Section 8 of this chapter, and
- D. to collect, analyze, and consolidate statistical data and other information pertaining to the employment dispute resolution process.

Section 7 **General Disqualification Provisions**

Any party may petition the Chief Judge to request disqualification of a judicial officer, employee or other person for good cause.

- A. Requirements
 - 1. the petition must be in writing,
 - 2. it must be filed prior to commencement of the mediation process or hearing,
and
 - 3. it must set forth with specificity why the disqualification should be granted.
- If the request is to disqualify the Chief Judge, said request must be filed with the Council.

Section 8 **Counseling**

A. Initiating a Proceeding; Formal Request for Counseling – an employee who believes that his or her rights under Chapters 2 through 8 of this Plan have been violated must first request counseling.

B. Form and Manner of Requests – requests for counseling:

1. are to be submitted to the EDR Coordinator,
2. must be made in writing and contain all the violations asserted by the claimant,
and
3. must be made within 180 days of the alleged violation or within 180 days of the time the employee becomes aware of the alleged violation.

C. Procedures

1. Who May Serve as Counselor – the counseling shall be conducted by the EDR Coordinator, unless the EDR Coordinator is disqualified from serving as counselor under Section 7 of this chapter, or is otherwise unavailable. In such instances, the Chief Judge shall designate another qualified individual to perform the counseling function. The EDR Coordinator shall promptly provide a copy of the counseling request to the Clerk and the Chief Judge.

2. Purposes of Counseling – the purposes of the counseling shall be to discuss the employee’s concerns and elicit information regarding the matter that the employee believes constitutes a violation; to advise the employee of his or her rights and responsibilities and the Court’s procedures applicable to the employment dispute resolution process; to evaluate the matter; and to assist the employee in achieving an early resolution of the matter, if possible.

3. Confidentiality – the Court shall keep confidential the allegations filed under the Plan to the extent possible. However, information about allegations filed under this Plan shall be shared on a need-to-know basis. Records relating to violations under this Plan shall be kept confidential on the same basis.

4. Form of Settlement – the EDR Coordinator shall reduce to writing any settlement achieved during the counseling process and secure the signatures of the employee, his or her representative, if any, and the member of the Court (the “Court Representative”) who is authorized by the Chief Judge or Clerk to enter into the settlement on the Court’s behalf.

D. Duration of Counseling Period – the period for counseling shall be 30 days (or a shorter period if counseling is concluded at an earlier date), beginning on the date that the request for counseling is received by the EDR Coordinator.

E. Conclusion of the Counseling Period and Notice – the EDR Coordinator shall notify the employee in writing of the end of the counseling period. As part of the notice, the EDR Coordinator shall inform the employee of the right and obligation, should the employee choose to pursue the claim, to file with the EDR Coordinator a request for mediation in accordance with Section 9 of this chapter.

Section 9 **Mediation**

A. Initiation – within 15 days after the employee’s receipt of the notice of the counseling period’s conclusion, the employee may file with the EDR Coordinator a request for mediation. The request must be made in writing and must state the claim(s) presented. The EDR Coordinator shall promptly provide a copy of the mediation request to the Clerk and the Chief Judge. Failure to timely pursue mediation will preclude further processing of the employee’s claim under any provisions of this chapter.

B. Procedures

1. Designation of Mediator – as soon as possible after receiving the mediation request, the Chief Judge or EDR Coordinator shall designate a mediator and provide written notice of such designation.

2. Who May Serve as Mediator – any person with the skills to assist in resolving disputes, except the Court’s EDR Coordinator, may serve as a mediator.

3. Purpose of Mediation – the mediator shall meet separately and/or jointly with the employee and his or her representative, if any, and the Court Representative to discuss alternatives for resolving a dispute, including any and all possibilities of reaching a voluntary, mutually satisfactory resolution.

4. Confidentiality – any person or party involved in the mediation process shall not disclose, in whole or in part, any information or records obtained through, or prepared specifically for, the mediation process, except as necessary to consult with the parties or their representatives, and then only with notice to all parties.

5. Form of Settlement – the mediator shall reduce to writing any settlement achieved during the mediation process and secure the employee’s signature, the signature of his or her representative, if any, and the Court Representative’s signature.

C. Duration of Mediation Period – the mediation period shall be 30 days (or a shorter period if mediation is concluded at an earlier date), beginning on the date the mediation request is received. The employee is required to attend at least one mediation session. Thereafter, the employee may proceed to file a request for hearing.

D. Conclusion of Mediation Period and Notice – if, at the end of the mediation period, the parties have not resolved the matter that forms the basis of the mediation request, the EDR Coordinator shall provide the employee, the employee’s representative, if any, the Chief Judge and the Clerk with written notice that the mediation period has concluded. The notice shall also inform the employee of his or her right to file a complaint under Section 10 of this chapter.

Section 10 **Complaint and Hearing**

A. Complaint – not later than 15 days after receiving notice of the end of the mediation period, an employee may file a complaint. The complaint shall be in writing, shall identify the complainant and all involved parties and individuals, and shall set forth a short and plain statement of the complainant’s claim and the relief or remedy being sought. Claims that were not presented in Section 9(A) of this chapter may not be pursued. The respondent shall be the Court, and the Court shall be responsible for redressing, correcting or abating the violations alleged in the complaint. No individual shall be named as a respondent in the Complaint.

B. Hearing Procedures

1. Presiding Judicial Officer – if the Chief Judge or presiding judicial officer does not dismiss the complaint, the Chief Judge or presiding judicial officer shall hold a hearing on the merits of the complaint, unless he or she determines that no material factual dispute exists.

2. Specific Provisions – the presiding judicial officer may provide for such discovery and investigation as is necessary. In general, the presiding judicial officer shall determine the time, place and manner of conducting the hearing. However, the following specific provisions shall apply to hearings conducted under this section:

a. the hearing shall be commenced no later than 60 days after the complaint is filed,

b. the complainant and the Court Representative must receive written notice of the hearing; such notice shall also be provided to the individual alleged to have violated rights protected by this Plan,

c. at the hearing, the complainant will have the right to representation, to present evidence, and to cross-examine adverse witnesses; the Court representative will have the right to present evidence and to cross-examine adverse witnesses,

d. a verbatim record of the hearing must be kept and shall be the sole official record of the proceeding,

e. in reaching a decision, the Chief Judge or presiding judicial officer shall be guided by judicial and administrative decisions under the laws related to Chapters 2 through 8 of this Plan and by decisions of the Council under Section 11 of this Chapter,

f. remedies may be provided in accordance with Section 12 of this chapter where the Chief Judge or presiding judicial officer finds that the complainant has established by a preponderance of the evidence that a substantive right protected by this Plan has been violated,

g. the final decision of the Chief Judge or presiding judicial officer must be issued in writing not later than 30 days after the hearing’s conclusion, and

h. all parties, or any aggrieved individual, shall have the right to written notice of any action taken as a result of the hearing.

Section 11 **Review of Decision**

A party aggrieved by a final decision of the Chief Judge or presiding judicial officer, or by a summary dismissal of the complaint, may petition for review of that decision under procedures established by the Council. Any review will be conducted by a judicial officer(s), based on the record created by the Chief Judge or presiding judicial officer, and shall be affirmed if supported by substantial evidence.

Section 12 **Remedies**

A. Where the Chief Judge or presiding judicial officer acting pursuant to Section 10 or 11 of this chapter find that a substantive right protected by this Plan has been violated, they may order a necessary and appropriate remedy. A remedy may be directed at correcting a past violation, prospectively ensuring compliance with the rights protected by this Plan, or both. A remedy shall be tailored as closely as possible to the specific violation involved.

B. Remedies that may be provided to successful complainants under this Plan include, but are not limited to:

1. placement of an employee in a position previously denied,
2. placement in a comparable alternative position,
3. reinstatement to a position from which the employee was previously removed,
4. prospective promotion to a position,
5. priority consideration for a future promotion or position,
6. back pay and associated benefits, including attorney's fees, where the statutory criteria of the Back Pay Act, 5 U.S.C. §5596, are satisfied,
7. records modification and/or expungement,
8. "equitable" relief, such as temporary stays of adverse actions,
9. granting of family and medical leave, and
10. accommodation of disabilities through the purchase of specialized equipment or the restructuring of duties and work hours, or other appropriate means.

C. Remedies that are not legally available include:

1. payment of attorney's fees (except as authorized under the Back Pay Act),
2. compensatory damages, and
3. punitive damages.

Section 13 **Record of Final Decisions**

Final decisions shall be made available to the public in accordance with procedures established by the Council.

Section 14 **Appendix A**

Appendix A contains the following forms:

1. Request for Counseling Under the Employment Dispute Resolution Plan of the U.S. Bankruptcy Court for the Western District of Virginia,
2. Request for Mediation Under the Employment Dispute Resolution Plan of the U.S. Bankruptcy Court for the Western District of Virginia, and
3. Complaint of Discrimination Under the Employment Dispute Resolution Plan of the U.S. Bankruptcy Court for the Western District of Virginia.

APPENDIX A

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REQUEST FOR COUNSELING
UNDER THE EMPLOYMENT DISPUTE RESOLUTION PLAN OF THE
U.S. BANKRUPTCY COURT FOR THE WESTERN DISTRICT OF VIRGINIA

Prior to completing this form, please refer to the Employment Dispute Resolution Plan. Please complete this form legibly. If there is insufficient space you may attach additional pages.

1. Name of Person Requesting Counseling:

2. Address:

3. Home Phone:

Work Phone:

4. If you are a Court employee, state the following:

Court Unit in which you are employed:

Job Title:

5. Name and address of the office/division from which you seek resolution of your dispute:

6. Date(s) of incident or decision giving rise to dispute:

7. Please summarize the actions or occurrences giving rise to this dispute.

8. What corrective action do you seek in this matter?

9. Are you willing to waive confidentiality in order to permit the counselor to contact the office/division or to attempt a resolution of the disputed matter?

Yes

No

This request for counseling is submitted by:

Signature

Date

Recipient's Signature

Date of Receipt

REQUEST FOR MEDIATION
UNDER THE EMPLOYMENT DISPUTE RESOLUTION PLAN OF THE
U.S. BANKRUPTCY COURT FOR THE WESTERN DISTRICT OF VIRGINIA

Prior to completing this form, please refer to the Employment Dispute Resolution Plan (the "Plan"). Please complete this form legibly. If there is insufficient space you may attach additional pages.

1. Name of Person Requesting Mediation:

2. Address:

3. Home Phone:

Work Phone:

4. If you are a Court employee, state the following:

Court Unit in which you are employed:

Job Title:

5. Name and address of the office/division from which you seek resolution of your dispute:

6. Date(s) of incident or decision giving rise to dispute:

7. Please summarize the actions or occurrences giving rise to this dispute.

8. List below all claims you wish to raise in mediation. Any claims not advanced in mediation may not be pursued in a complaint filed under the Plan.

9. What corrective action do you seek in this matter?

10. Date counseling was initiated:

11. Date of receipt of notice of conclusion of counseling:

12. Name of person providing counseling:

This request for mediation is submitted by:

Signature

Date

Recipient's Signature

Date of Receipt

COMPLAINT OF DISCRIMINATION
UNDER THE EMPLOYMENT DISPUTE RESOLUTION PLAN OF THE
U.S. BANKRUPTCY COURT FOR THE WESTERN DISTRICT OF VIRGINIA

Prior to completing this form, please refer to the Employment Dispute Resolution Plan (the "Plan"). Please complete this form legibly. If there is insufficient space you may attach additional pages.

1. Full Name of Person Filing Complaint:

2. Address:

3. Home Phone:

Work Phone:

4. If you are a Court employee, state the following:

Court Unit in which you are employed:

Job Title:

5. Name and address of the office/division against whom this complaint is filed (under the Plan, all complaints must be against the office/division, *not an individual*):

6. Identify the Chapter(s) of the Plan under which your complaint is being filed.

Chapter 2 – Equal Employment Opportunity and Anti-Discrimination Rights

Race

Color

Religion

Sex (includes Sexual Harassment)

National Origin

Age (at least 40 years old at the time of the alleged discrimination)

Disability

Chapter 3 – Family and Medical Leave Rights

Chapter 4 – Worker Adjustment and Retraining Notification Rights

Chapter 5 – Employment and Reemployment Rights of Members of the Uniformed Services

- ___ Chapter 6 – Occupational Safety and Health Protections
- ___ Chapter 7 – Polygraph Tests
- ___ Chapter 8 – Whistleblower Protection

7. Date(s) of alleged violation:

8. Date on which counseling was requested:

Date on which counseling was completed:

Date on which mediation was requested:

Date on which mediation was completed:

9. Name of person who served as Counselor on this matter:

10. Name of person who served as Mediator on this matter:

11. Please summarize the actions or occurrences giving rise to your complaint. Explain in what way you believe your rights under the Plan were violated. Identify all persons who participated in this matter or who can provide relevant information concerning your complaint.

[If there is insufficient space above, you may attach additional pages. Also, please attach a copy of any documents that relate to your complaint, such as an application form, resume, letters of discipline or termination, etc.]

12. What corrective action do you seek from your complaint?

13. Do you have an attorney or any other person who represents you in this matter?

Yes

No

If yes, please provide the following information concerning that person:

Name:

Address:

Work Phone:

Fax:

I affirm that the information provided in this complaint is true and correct to the best of my knowledge.

Signature

Date