



State of Alabama  
Office of the Attorney General

E-mail completed form to Helen Hoffman at [hhoffman@ago.state.al.us](mailto:hhoffman@ago.state.al.us).

**PROPOSAL TO SETTLE CIVIL ACTION**

Date: Office of the Attorney General Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Style: \_\_\_\_\_ v. \_\_\_\_\_

Court: \_\_\_\_\_ District: \_\_\_\_\_ Division: \_\_\_\_\_

Civil Action Number: \_\_\_\_\_

Parties to be represented:

Opposing Counsel:

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Claims (include underlying facts and a description of loss, noting any substantive or procedural problems and defenses):

Why this case should be settled:

Strengths:

Proposed settlement terms:

Total cost to state or total recovery by state in settlement:

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Is case covered by Employee’s Liability Trust Fund?

Yes

No

Any known insurance coverage:

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Advantages and disadvantages to proposed settlement (include financial and state interests to be served):

Position of parties represented on proposed settlement:

Your recommendation and other comments:

RECOMMENDATION:

Division Chief:

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Chief Deputy:

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Attorney General:

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