



State of Alabama
Office of the Attorney General

All departments are encouraged to use this form to report any occurrence which would result in a claim being made under the General Liability Trust Fund even though a suit has not been filed.

E-mail completed form to Helen Hoffman at hhoffman@ago.state.al.us.

(Check appropriate designation.)

PROPOSAL TO FILE

DEFEND CIVIL ACTION

Date: _____

Name: _____

Agency: _____

Telephone: _____

E-mail Address: _____

To: Attorney General

Style: _____ v. _____

Court: _____ District: _____ Division: _____

Civil Action Number: _____

Parties to be represented and date of service for each party:

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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):

Comments:

RECOMMENDATION:

Division Chief: _____

Chief Deputy: _____

Attorney General: _____

Complete this page if any state employee is sued in his/her individual capacity, or if damages are sought.

- | | | |
|---|------------------------------|-----------------------------|
| Are defendants sued individually? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is this a prisoner civil rights action? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is this a 42 USC 1983 claim? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are monetary damages sought? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Relief sought? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Plaintiff's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Date of occurrence: _____

Location of occurrence: _____

LIST EACH EMPLOYEE SUED INDIVIDUALLY

NAME	DEPARTMENT	SPECIFIC JOB CLASSIFICATION

Any known insurance policies:

Documents filed and actions taken by agency:

Remarks relative to coverage by Employee Liability Trust Fund:

Send a copy to Risk Management – Attention: Ms. Teresa Jenkins