

**NOTIFICATION OF SUIT RECEIVED  
REQUEST FOR REPRESENTATION**

Office of the Attorney General  
\_\_\_\_\_ Division  
P.O. Box 20207  
Nashville, Tennessee 37202-0207  
Attn: Deputy Attorney General

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

Docket Number: \_\_\_\_\_

Date Summons and Complaint Received: \_\_\_\_\_

Full Name of Employee: \_\_\_\_\_

Phone: Work: (\_\_\_\_\_) \_\_\_\_\_ Home: (\_\_\_\_\_) \_\_\_\_\_

Address: Work: \_\_\_\_\_ Home: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Email address: Work: \_\_\_\_\_

Home: \_\_\_\_\_

Duty Days and Hours: \_\_\_\_\_

Do you request representation from the Attorney General and/or approval from the Attorney General to retain private counsel? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have any lawsuits or claims (workers' compensation, employee personal property loss, etc.) pending against the State? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list the style and nature of the case(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

At all times relevant to the allegations against me in this lawsuit, I was acting within the scope of my employment and committed no acts or omissions which were willful, malicious, criminal or for personal gain. Yes \_\_\_\_\_ No \_\_\_\_\_

I was a [state employee \_\_\_\_\_] [volunteer \_\_\_\_\_] [appointed counsel \_\_\_\_\_] at all times relevant to the allegations against me in this lawsuit (check applicable status.)

Provide a detailed summary of and response to each and every allegation pertaining to employee or about which he or she has personal knowledge (attach additional pages if needed.)

Attach the original complaint, summons, and all other documents relevant to this lawsuit.

\_\_\_\_\_  
Signature of Employee Requesting Representation

\_\_\_\_\_  
Date

cc: General Counsel