

CONTACTED BAR ASSOCIATION LAWYER REFERRAL SERVICE, if available. (*State what assistance was provided.*)

2.) If unable to pay attorney's fees or costs - I am financially unable to hire counsel (Complete and file Form 3 - In Forma Pauperis Petition)

3.) I believe I have a claim against the following employer (Give name and address):

4.) The reason(s) for my claim are (Give brief employment history with dates and specific reasons for lawsuit):

I certify under the penalty of perjury that the foregoing statements are true and correct.

Signature

Date

**NOTICE TO PLAINTIFFS WITHOUT LAWYERS (*Pro Se*)
IN EMPLOYMENT DISCRIMINATION CASES
REGARDING APPOINTMENT OF COUNSEL**

The purpose of this notice is to inform plaintiffs in employment discrimination cases who are representing themselves, known as proceeding “*pro se*,” that the Court has established a panel of volunteer lawyers willing to represent *pro se* plaintiffs in employment discrimination cases by court appointment. If you are proceeding without a lawyer (*pro se*) and cannot afford a lawyer or are unable to hire a lawyer, you may request a lawyer from the panel by filing a motion for appointment of counsel.

If you would like the Court to place your case on the panel, you must complete the form motion and submit it to the Clerk of Court. It is the decision of the Judge assigned to your case whether to grant your request for counsel. If your request is granted, your case will be placed on the panel, which is a password-protected extranet site that can be viewed electronically by lawyers who are members of the panel. Your case will also be placed in “suspense” for a period of ninety days, which means that the case is on hold for that period of time to give lawyers on the panel time to review your case.

Placement of your case on the panel does not guarantee that your case will be accepted by a lawyer. Unless or until a lawyer files a notice of appearance officially notifying the Judge and other parties that he or she is your counsel of record, you are responsible for your own case. If a lawyer does not volunteer to represent you, you must represent yourself unless you are able to hire a lawyer.

If a lawyer on the panel is interested in your case, he or she will contact you about representing you. You will be required to sign a written representation agreement and cooperate with the lawyer throughout the case. Please note that if you are appointed a lawyer from the

panel you still may be required to pay a contingent fee for your lawyer's services or pay litigation costs. Once a lawyer from the panel has entered his or her appearance as your lawyer, Court approval will be required to terminate your lawyer's representation. After your lawyer has been appointed, the Court will schedule your case for an early mediation conference. If a lawyer is appointed to represent you, all communications with the Court should be through your attorney.

Please remember to keep your address and contact information current with the Court throughout your case so that you receive Court orders, and so that lawyers from the panel can contact you if your case is placed on the panel for appointment. The Court's local rules require you to update your address within two weeks of an address change.