

REQUEST FOR REPRESENTATION

1. REQUESTOR INFORMATION *(Please list your preferred contact information for assigned attorney to reach you):*

Your Name: _____ **Phone Number:** _____
Address: _____ **Email Address:** _____
City: _____ **State:** OK **Zip Code:** _____

2. CASE INFORMATION

Case Number: _____ **Case Type:** _____ **Court:** _____
Plaintiff: _____ **DOC Number:**

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Enter plaintiff's name (first plaintiff only, if more than one)
Facility Where Incident Occurred: _____

3. SERVICE INFORMATION

Date you were served with lawsuit/pleading: _____

Method of Service:

- ☐ Certified Mail ☐ Institutional Mail
☐ In Person ☐ Regular U.S. Mail

From:

- ☐ Attorney ☐ Court Clerk ☐ Private Process Server
☐ County Sheriff ☐ Inmate ☐ United States Marshal

I hereby request representation by the office of the general counsel or the attorney general in the foregoing lawsuit. I have attached all documents that I have received regarding this lawsuit. I further acknowledge that my participation and cooperation with the attorney assigned to represent me is essential in representation being provided by the Office of the General Counsel and/or the Attorney General.

Signature of Requestor

Date

Enter requestor's name
Requestor

Print Form

Forward originals to: Office of the General Counsel, Oklahoma Department of Corrections,
3400 Martin Luther King Avenue, Oklahoma City, OK 73136

To be completed by the Office of the General Counsel; in reference to Title 51, Section 161.1 and 162.

After a review of the relevant information I have available to me, I believe the person requesting representation above was acting within the scope of his/her employment during all times relevant to the above-referenced case. If I receive any information that leads me to believe the named defendant was not acting within the scope of his employment, I will notify you immediately.

Gary Elliott, General Counsel

DOC 110425A
(12/20)