
JUDICIAL ADVOCATES

Federal Litigation Consulting & Document Preparation

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Civil Case Intake

Employment & Civil Rights

IMPORTANT DISCLOSURE: Judicial Advocates is a federal litigation consulting and document preparation service. **We are not a law firm and are not licensed to practice law.** We do not provide legal advice. We provide research, consulting, litigation strategy, and document preparation services. No attorney-client relationship is created by the completion of this questionnaire or the retention of our services. We strongly recommend that all documents prepared by Judicial Advocates be reviewed by a licensed attorney prior to filing.

Date Completed:

Completed By:

QUICK START GUIDE

This form covers employment discrimination, wrongful termination, retaliation, civil rights violations (§ 1983), and related claims. Organized into **3 parts**.

GATHER BEFORE STARTING:

- Employment records (offer letter, contract, handbook, evaluations)
- Termination letter or written adverse action
- EEOC or OEHR charge/complaint (if filed)
- Right to Sue letter (if received)
- Pay stubs, tax returns, benefits information
- Emails, texts, or other evidence of discrimination/retaliation

PART 1 OF 3: IDENTITY & EMPLOYMENT INFORMATION (~10 minutes)

SECTION I: YOUR INFORMATION

1. Full Legal Name:
2. Date of Birth:
3. SSN (last 4):
4. Address:
City/State/ZIP:
5. Phone:
6. Email:

SECTION II: EMPLOYER / OPPOSING PARTY

7. Employer / Entity Name:
8. Address:
City/State/ZIP:
9. Employer Size (# employees):
10. Type:
Private Employer Federal Government State/Local Government Nonprofit

WHY WE ASK: Employer size determines which anti-discrimination laws apply. Title VII requires 15+ employees. ADEA requires 20+. § 1983 applies only to government actors.

11. Specific Individuals Involved:

Table with 3 columns: Name, Title/Position, Role in Your Claim

SECTION III: EMPLOYMENT HISTORY

12. Position/Title:
13. Department:
14. Date Hired:
15. Date of Termination/Action:
16. Salary/Hourly Rate:
17. Annual Income:

18. Employment Status:

- Full-Time
- Part-Time
- Contract
- Temporary

19. Current Status:

- Terminated
- Resigned
- Constructive Discharge
- Still Employed — Hostile Environment
- Suspended
- Demoted

20. Employment Performance:

- Positive Reviews
- Mixed Reviews
- Negative Reviews

Describe your performance history and any evaluations:

24. Did you report or complain to your employer?

- Yes — HR
 Yes — Supervisor
 Yes — Hotline
 No

Date of Report: _____

To Whom: _____

What was the employer's response?

SECTION V: ADMINISTRATIVE EXHAUSTION

Title VII, ADA, and ADEA claims REQUIRE filing a charge with the EEOC (or state equivalent) before suing. You must file within 180 days (or 300 days in deferral states like Oklahoma). A Right to Sue letter must be received before filing suit. You then have 90 DAYS to file.

25. Have you filed an EEOC or state agency charge?

- Yes — EEOC
 Yes — State Agency (OEHR)
 No

26. Charge Number: _____

27. Date Filed: _____

28. Have you received a Right to Sue letter?

- Yes
 No

29. Date Right to Sue Received: _____

WHY WE ASK: You have only 90 DAYS from receiving the Right to Sue letter to file in court. This is a hard deadline — no exceptions.

30. If no EEOC charge filed, why not?

PART 3 OF 3: DAMAGES, EVIDENCE & CERTIFICATION (~10 minutes)

SECTION VI: DAMAGES

31. Damages Sought:

- Back Pay
- Compensatory Damages
- Punitive Damages
- Reinstatement
- Front Pay
- Emotional Distress
- Attorney Fees
- Injunctive Relief
- Benefits Lost

32. Financial Impact:

Last Salary/Rate: \$ _____ Lost Wages to Date: \$ _____

Estimated Future Lost Earnings: \$ _____

33. Have you found new employment?

- Yes
- No — Actively Seeking
- No — Unable

New Employer: _____ New Salary: \$ _____

WHY WE ASK: Mitigation of damages is required. You must show you made reasonable efforts to find new employment. Failure to mitigate reduces your recovery.

SECTION VII: EVIDENCE & DOCUMENTS

34. Documents You Can Provide:

- Employment Contract/Offer Letter
- Performance Evaluations
- EEOC Charge & Response
- Pay Stubs / W-2s
- Witness Contact Info
- Job Search Records
- Employee Handbook
- Termination Letter
- Right to Sue Letter
- Emails/Texts as Evidence
- Medical/Therapy Records (distress)
- Other

35. Key Witnesses:

Name	Relationship/Title	Contact	What They Know

SECTION VIII: ADDITIONAL INFORMATION

36. IFP Status:

Can Pay Filing Fees

Need IFP Application

37. Anything else we should know?

CERTIFICATION & DECLARATION

I certify under penalty of perjury that the information provided in this questionnaire is true, correct, and complete to the best of my knowledge. I understand that false or misleading information may adversely affect the preparation and outcome of my case.

I acknowledge that Judicial Advocates is a federal litigation consulting and document preparation service, not a law firm, and that no attorney-client relationship is created by the completion of this questionnaire or the retention of their services. I have been advised to have all documents reviewed by a licensed attorney prior to filing.

Signature:

Date:

Printed Name:

ACKNOWLEDGMENT OF DISCLOSURE

I have read and understand the Important Disclosure on page 1 of this questionnaire. I understand that Judicial Advocates is not a law firm and does not provide legal advice.

Signature:

Date:

Printed Name:
