

DRAFT - FORM LETTER

To be sent by each employee**

(Date)

The Honorable Richard Ieyoub
Office of the Attorney General
Risk Litigation
Post Office Box 94095
Baton Rouge, LA 70804-9095

RE: *(Suit Title or Caption – include Names,
Docket Number, Judicial District, and Parish)*

Dear Attorney General Ieyoub:

I am an employee (official) at *(Name of)* University, a member of the University of Louisiana System. I have been named, made a defendant, or served with the lawsuit or claim referred to above. This claim arises through my employment with the University and I hereby request that the State of Louisiana defend and, if necessary, indemnify me in this matter. The information regarding the claim is as follows:

1. Name of Official/Employee/Department Sued:
2. Name of University within the University of Louisiana System:
3. Date of Service:
4. Type of Service (Received by Mail/Sheriff/Personal Delivery/Personal Service, at Home/Work):

The petition, citation, and attachments, as served upon me in this matter, are enclosed. If for any reason the State declines to accept the defense or indemnification of this matter, please advise me at the address listed below:

(Name)

(Address)

Thank you very much for your assistance.

Sincerely,

Name

Title

** Please forward copies of this letter to the agent for service of process at the System office and to your University president.