In order to assist ERMA in monitoring claims and maintaining reserves, please fill out the following form for each claim or occurrence that is required to be reported to ERMA. Please answer each item as completely as possible with the information available to you. Use additional sheets as necessary. **Please attach to this form a copy of all Governmental Tort Claim, DFEH and/or EEOC, and internal or external complaint/investigation documents you have regarding this claim or occurrence.** Assignments to defense counsel will be made through ERMA after consultation with the ERMA member. If you have any questions, please call the ERMA office at (800) 541-4591.

1. Name of organization: Click here to enter text.
2. Name(s) of claimant: Click here to enter text.
3. Claimant’s job title: Click here to enter text.
4. What is the claimant’s employment status (current/terminated/paid or unpaid leave/suspended)? Click here to enter text.

If terminated, on leave, or suspended, please include date: Click here to enter a date.

1. Claimant’s yearly salary: Click here to enter text.
2. Claimant’s date of hire: Click here to enter a date.
3. Complaint submitted?  YES  NO

If written, please provide date of complaint and attach a copy: Click here to enter a date.

If verbal, please provide date and name/title of the person the complaint was reported to:

Click here to enter text.

1. DFEH complaint filed?  YES  NO If yes, date of filing: Click here to enter a date.

Date of DFEH Right to Sue Letter (if received): Click here to enter a date.

1. EEOC complaint filed?  YES  NO If yes, date of filing: Click here to enter a date.

Date of EEOC Right to Sue Letter (if received): Click here to enter a date.

1. Governmental tort claim filed?  YES  NO If yes, date of filing: Click here to enter a date.

Date and form of response to tort claim: Click here to enter text.

1. Date of first incident underlying the complaint: Click here to enter a date.
2. Brief factual summary: Click here to enter text.
3. Demand by Claimant: Click here to enter text.

Pursuant to ERMA’s Memorandum of Coverage effective July 1, 2008, all ERMA members are required to notify ERMA within 30 days upon receipt of notice of a *Claim.* Written notice containing particulars sufficient to identify the claimant(s), the *Covered Party(ies),* and also reasonably obtainable information with respect to the circumstances of the *Claim*, as well as the names and addresses of the *Covered Party(ies)* and of available witnesses, shall be given to ERMA or any of its authorized agents as soon as possible. The form opposite this notice should be used to report claims to ERMA.

In addition to the above, if a suit is brought against a *Covered Party(ies)*, the *Covered Party(ies)* is also obligated to forward immediately to ERMA every demand, notice, summons, or other process received by it or its representative.

If you have any questions regarding reporting to ERMA, please call the ERMA office at (800) 541-4591.

Please email this completed form along with all supporting documentation to:

Kathy Maylin, ERMA Litigation Manager

[kmaylin@bickmore.net](mailto:kmaylin@bickmore.net)

Julia Byrd, ERMA Legal Analyst

[jbyrd@bickmore.net](mailto:jbyrd@bickmore.net)