

**REQUEST FOR REPRESENTATION  
BY THE ATTORNEY GENERAL'S OFFICE**

1. Name of Grievant(s) / Plaintiff(s) / Complainant(s): \_\_\_\_\_

(a) Job Title: \_\_\_\_\_

(b) Department: \_\_\_\_\_

2. Issue / Grievable Event: \_\_\_\_\_

3. Name, Address and Telephone Number of Grievant's/Plaintiff's/Complainant's Attorney or Representative: \_\_\_\_\_

4. Name of Institution: \_\_\_\_\_

(a) Name of Contact: \_\_\_\_\_

(b) Telephone Number of Contact: \_\_\_\_\_

(c) Email Address of Contact: \_\_\_\_\_

5. Name of Specific Attorney Requested: \_\_\_\_\_\*

*\* Please note that the Attorney General's Office reserves the right to make all case assignments, and making the request does not guarantee the attorney's assignment to a particular case. \**

**IMPORTANT: Be sure to attach a copy of the Grievance, Complaint or other documents relevant to this matter.**

\_\_\_\_\_  
Representation Requested By

\_\_\_\_\_  
Date

**Please return form to the HEPC Legal Division:**

Joseph.Jenkins@wvhepc.edu (General Counsel) and

Victoria.Timbers@wvhepc.edu (Legal Division Office Administrator)