

## Request for Legal Representation

The following is an example of the formal request to have an employee be provided legal representation through the Department of the Attorney General.

TO:           The Honorable  
               State Attorney General

SUBJECT: Jane Doe, Plaintiff v. State Employee, State of Hawaii, and etal  
           Civil No: 99-0000

The following is a request for your assistance in responding to the above referenced complaint that was served upon State Employee on date of service, at location of service. The Complaint, Demand for Jury Trial and Summons are attached for your reference.

State Employee was an employee of department and was considered to be within the course and scope of his employment at the time of the incident/accident.

Should you require any further information regarding this matter, please have your staff contact your point of contact, at phone number.

Name of Department Head  
Title or Position

Attachment  
C: DAGS – Risk Management