



Type of mail:  Registered  Certified  First Class

Is the complaint attached to this form?  YES  NO

Is the summons attached to this form?  YES  NO

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**LIABILITY INSURANCE INFORMATION:**

Is the defendant is a judge, is there an applicable judicial liability insurance policy?  YES  NO

Is there liability insurance coverage available to the court or the funding unit?  YES  NO

If yes to either of the above two questions, please provide:

Name of insurance company:

Agent's name:

Address:

Phone number:

Policy number:

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**FUNDING UNIT INFORMATION:**

Is the funding unit representing any codefendants?  YES  NO

If yes, provide counsel information:

Name:

Address:

Phone Number:

Has the funding unit been notified of this lawsuit?  YES  NO

What is the date the funding unit was notified of this lawsuit:

Have you notified the funding unit of their potential liability?  YES  NO

Please provide a contact for the funding unit:

Name:

Address:

Phone Number:

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**AUTHORIZED SIGNATURE:**

Request for assistance must be made through the chief judge:

Name of chief judge:

Court:

Address:

Phone Number:

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Signature of Chief Judge

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Date