



# New England Police Benevolent Association, Inc.

7 Technology Drive - Suite 102 | SILVCO Building | Chelmsford, Massachusetts 01863

Representing New England's Finest

[www.nepba.org](http://www.nepba.org)



## NEPBA LEGAL REPRESENTATION REQUEST

(FORM 3 Local and NEPBA rep to complete and send to Attorney)

<b>Date:</b>		<b>Person completing this form</b>	
<b>Members Name</b>		<b>Local Name #</b>	
<b>Address</b>			
<b>Cell Phone</b>		<b>Personal email address</b>	

### LOCAL UNION INFORMATION

Local President/Steward: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Personal Email Address: \_\_\_\_\_

*\*We often communicate by e-mail. Accordingly, please make sure the email address you provide is functioning and that you check it daily*

### EMPLOYER / ADVERSE PARTY

Employer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Contact person or Legal Counsel \_\_\_\_\_ Phone: \_\_\_\_\_

**Brief description of the matter:** \_\_\_\_\_

\_\_\_\_\_

**Date Case must be filed, if known (i.e. arbitration filing deadline)** \_\_\_\_\_

### PLEASE COMPLETE PAGE TWO AND INCLUDE THE FOLLOWING:

1. All documents relevant to the matter- Grievances, responses from the employer, personnel file for the member involved, any prior bargaining or grievances on the same or similar issues.
2. A complete timeline of relevant events
3. A complete list of people involved in the case- witnesses, decision-makers, and any others
4. Any other background information that we need to know.

**LEGAL REPRESENTATIVE FORM 3 – PAGE 2- CHECKLIST**  
**USE ADITIONAL SHEETS A NECESSARY**

- All relevant documents are attached and included the following;

Date	Description	Author

- **Timeline** – Is attached and includes all the dates of all relevant events - **\*\*Important that all union leaders mark calendars for deadlines and follow-up with each other and counsel. \*\***

- **Individuals involved** (please note the relevance of each person)

- Any other information the Lawyer should know?

**FOR REP LAWYER USE**

Rep				Date received by Rep	
Request is in Order and Approved:		YES	NO	Sent to Attorney	
If NO, Why					
Received by Attorney			NPH matter #		
Attorney Note					