



Director's and Officer's (D&O) EPL/ELL Incident Report

Please fill out a form for each claim/incident. Email the completed form to srm.claims@omes.ok.gov.

GENERAL INFORMATION

Claimant name (last, first)		Agency No.
Date of incident	Location of incident	
Description of incident		

Cause of incident (select one) ☐ Violation: Civil Rights/United States Constitution ☐ Employment termination discrimination		Type of claim ☐ Equal Employment Opportunity Commission (EEOC) ☐ Civil Rights Enforcement (CRE)
Lawsuit type ☐ State ☐ Federal	Lawsuit court case No.	Claim number (EEOC, CRE)

ADMINISTRATIVE CLAIM

Provide a copy of the following and continue to update every 90 days:

- Letter/Notice of Intent to Sue
- EEOC – Charge/Complaint
- EEOC Notice of Right to Sue letter

LAWSUIT/LITIGATION CLAIM

Provide a copy of the following (update every 90 days):

- Complaint/Petition
- Answer
- Dispositive Motions
- Order re: Dispositive Motions
- Scheduling Order
- Mediation Date
- Final Order and Judgment
- Notice of Appeal
- Appellant/Appellees Brief
- Final Order/Mandate

Reported by:	Date:
--------------	-------