

INTAKE INFORMATION

This information is for your attorney/law firm only and will only be released to the court or to the Defendants to the extent necessary to process a settlement check or other documents for the case.

Name: First _____ M.I. _____ Last _____

Date of Birth: _____

Other names used in the past 4 years: _____

Mailing Address: _____

Physical / Overnight Address (only if different from mailing address):

Phone Number: _____ Other/ Message Phone Number: _____

Email Address _____

Marital Status: Married Single Divorced Legally Separated

If married, please provide your spouse's name (to check for conflicts): _____

Your Current Employer / Occupation: _____

- 1) Have you—or the other party in any kind of lawsuit or dispute against you—been represented by Mark A. Toor, Esq., at any time within the past 10 years?
 YES NO
- 2) Do you have any other current pending legal issues? YES NO
- 3) What dates did you work for Southern West Virginia Community and Technical College (“SWVCTC”)? (if you remember), ____/____/____ to ____/____/____, or: do you still work there (YES NO)?
- 4) Have you worked for other employers under the West Virginia Higher Education Policy Commission or the Community and Technical College System? YES NO
 - a. If so, have they paid you overtime rates (time and a half) when you work more than 40 hours in a week? YES NO (If you answered NO, would you like provide the name of the employer to investigate potential overtime claims)?

- 5) Do you have any records (e.g., e-mails, texts, voice-mails) that would show you working outside of the normal, scheduled work day for SWVCTC? (If you don't, this will not affect your right to participate or to collect in this case)
 YES NO
- 6) Would you like to attend a meeting to hear about the benefits of participating in the lawsuit against SWVCTC for unpaid overtime?
 YES NO