



*Iustitia est promissio Deo*

**Law Office of Franklin L. Ferguson, Jr.**  
**3580 Wilshire Boulevard, Suite #1732**  
**Los Angeles, CA 90010-2534**  
**(323) 936-4375**  
**(323) 679-1064 (Facsimile)**  
**flfergusonjr@igc.org**

**Civil Rights Intake Questionnaire**

Please take your time to answer each of the following questions. Be sure to answer as accurately and completely as possible. Answer the following questions on separate sheets of paper. Use as many sheets of paper as are necessary to fully answer each of the questions. Number each answer, coordinating your responses with the questions answered. Please respond via computer-generated document and forward your responses via e-mail.

Remember, "the truth shall set you free." This document is protected by the attorney-client and work product privileges: you should answer these questions as honestly as possible, since only the *Law Office of Franklin L. Ferguson, Jr.* shall have access to the information you provide. Concealing, or hiding facts at this point will only prevent us from properly analyzing your case. The purpose of this questionnaire is to assist the *Law Office of Franklin L. Ferguson, Jr.* in determining whether or not the facts of your case warrant our involvement.

Where you are asked to attach a copy of any document, please label the document with the number of the question to which you are responding. When you are finished, immediately scan to pdf file and e-mail completed questionnaire responses and related information to the *Law Office of Franklin L. Ferguson, Jr.*, at the e-mail address listed above. We will contact you upon receipt of this information.

Finally, the *Law Office of Franklin L. Ferguson, Jr.* **will take your case only as seriously as you do**. Take the time to be thorough, answering each question to the best of your ability. Thank you!

**Part I.**

Name _____	Date _____
Address _____	Home phone (____) _____
_____	Work Phone (____) _____
_____	E-Mail _____
Zip _____	Birth date ____/____/____

**Part II.**



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In order to expedite our evaluation of your case, please submit the following, along with this completed questionnaire:

- (a) A brief chronological, type-written narrative of the events leading up to the adverse action;
- (b) An organizational chart identifying the relevant characters of your factual situation. This chart should include all witnesses. Please demonstrate the manner in which each person fits into scenario and/or the corporate, private business or governmental structure, with respect to the offending entity. Please identify each individual witness by name, age, sex and race;
- (c) Your personal resume, if available;
- (d) Your current job description;
- (e) All evidentiary documents. "Evidentiary documents" include all relevant memoranda and correspondence concerning the incident. These documents should include arrest reports, hearing documentation, letters, investigatory reports and any other document relating to the incident.

**Part III.**

1. Are you currently employed? Yes/No
2. If so, state the name, address and phone number of your current employer:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Phone (\_\_\_\_)\_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_



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3. Please organize the evidentiary documents gathered in your response to Part II (5). Each document should be copied, three-hole punched and placed into chronological order. The oldest document should be numbered “1” and the most recent document should appear as exhibit tab “50.”
4. Create a “Table of Contents” for the Evidentiary Documents. You may use the attached “Intake Questionnaire. TOC Form.doc” as a template for your Table of Contents. No more than 50 Evidentiary Documents should be grouped into a single Binder, constituting one “Volume.” “Volume II,” for example, should contain documents which are chronologically more recent than those documents organized in “Volume I.”
5. Place each volume of the Evidentiary Documents into a three-ring binder.
6. Purchase four (4) additional binders, the same color and style as the binder(s) used for your Evidentiary Documents. These binders shall be used to maintain the Attorney Notes, Correspondence, Discovery and Pleadings binders.
7. Have you contacted any other attorneys or agencies for advice or assistance? [Yes/No] If so, please name these attorneys and/or agencies and state the results of each contact, indicating the names of contact persons and phone numbers for each attorney or agency.
8. Who took the action(s) which give rise to your claim(s)?
9. Was your freedom of physical movement restrained by the party described in Question III (8), for any length of time and in any manner?
10. Were there any particularly outrageous circumstances surrounding the incident [Yes/No] If so, what were you told were the reasons for the outrageous activity? Please attach copies of any related writings, incident reports or official documentations of the incident.
11. What do you believe was the real reason, or motivation, for the negative action taken against you?
12. What evidence or proof do you have to support your belief?



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13. Do you believe the perpetrator of the harm against you violated its own procedures or policies in the action(s) it took against you? [Yes/No] If so, explain.
14. If the perpetrator's policies or procedures had been followed, how would the results have been different?
15. Do you believe you were discriminated against due to your sex, age, race, national origin, marital status, sexual orientation, religion or disability status (perceived or actual)?
16. What evidence do you have to support your belief, as stated in your response to Question III (15)? This evidence may consist of documents, witnesses, or physical objects.
17. Have you filed an internal charge, concerning the incident, with any private, public or governmental agency? If so, when did you file the charge? Please provide copies of the charge and any subsequent correspondence, including any "right to sue" letters, if available.
18. Do you believe that you were retaliated against for refusing to perform an illegal or unethical act, or for reporting unethical, illegal conduct? [Yes/No] If so, describe what you were ordered to do, and by whom.
19. If you believe that you were discriminated against for exercising rights protected by law, please explain.
20. Were you ever placed in fear for your health or safety? [Yes/No] If so, please describe the bases, nature and duration of your feeling, as well as any actions you took in response to these feelings.
21. How was your physical and emotional health affected by the negative action of the perpetrators? Describe any medical attention you received as a result.
22. Have you undergone psychiatric or psychological treatment as a result of the facts relating to your claim?
23. Do you believe that the perpetrator of the civil rights violation(s) has said or written



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anything about you to others that is untrue and that has hurt your reputation? [Yes/No] If so, describe what was said, including the names of those people to whom you believe the perpetrator gave this information. Please also describe the perpetrator’s motive, if known.

- 24. Do you have medical insurance coverage in order to pay bills stemming from your injuries, as a result of the incident
- 25. Apart from the incident, have you been disabled for any time period during the last five years?
- 26. Have you been out of work, as a result of the incident? If the answer is “yes,” please describe the dates for which you were unable to physically report to work.
- 27. What is your wage loss due to the incident, if any, at the present time? Please describe the manner in which you have calculated this wage loss, if any.
- 28. What non-financial losses and/or injuries have you and your family suffered because of the perpetrator's actions (inconvenience, emotional stress, humiliation in your local community and/or neighborhood, etc.)?
- 29. To your knowledge, has any other person filed a similar claim against the perpetrator? [Yes/No] If so, explain the basis of your knowledge.
- 30. Separate from the incident, have you ever been discharged or forced to resign from prior employment? If so, please explain.
- 31. If you have taken legal action against any party, including a prior employer, other private enterprise, a government entity (i.e. in the context of a discrimination charge or complaint), please provide details and dates.
- 32. Have you ever been involved in litigation before, as a plaintiff, defendant or witness? If so, please describe your role, including pertinent dates. Please also describe the subject matter of the lawsuits or charges.

**Dated:** \_\_\_\_\_



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**Your Name**



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## **TABLE OF CONTENTS**

### **VOLUME I**

<b>TAB</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>INITIATING PARTY</b>
<b>1</b>	5/20/2002	Initial Appt Letter/HR Assistant	Betty Flinstone
<b>2</b>	7/24/2002	Personal Notes – phone incident with Wilma Rubble & Patsy Cline	Polly Plaintiff
<b>3</b>	8/8/2002	Personal Notes – Meeting	Betty Flinstone
<b>4</b>	8/14/2002	Personal Notes – Dept of Labor	Polly Plaintiff
<b>5</b>	8/15/2002	Email Notes – Phone Incident	Betty Flinstone
<b>6</b>	9/27/2002	Personal Notes – Performance Meeting w/ Betty Flinstone	Polly Plaintiff
<b>7</b>	10/11/02	Reclassification Letter – Jane Doe	HRS
<b>8</b>	10/28/2002	Personal Notes on Jane Kennedy	Polly Plaintiff
<b>9</b>	11/27/2002	Email regarding performance Eval	Betty Flinstone
<b>10</b>	11/27/2002	6 month (Draft) Performance Eval	Betty Flinstone
<b>11</b>	12/3/2002	Personal Notes – Meeting w/ Valerie Burtonelli	Polly Plaintiff
<b>12</b>	12/5/2002	Personal Notes – Meeting Betty Flinstone	Polly Plaintiff
<b>13</b>	12/6/2002	Counseling Memo	Wilma Rubble
<b>14</b>	12/10/2002	Personal Notes on Joan Jett	Polly Plaintiff
<b>15</b>	1/6/2003	Personal Notes – Meeting with Wilma Rubble	Polly Plaintiff
<b>16</b>	1/22/2003	Personal Notes on Vanessa Williams attire	Polly Plaintiff
<b>17</b>	2/4/2003	Personal Notes on Vanessa Williams attire	Polly Plaintiff
<b>18</b>	2/10/2003	Reclassification of Pat Benetar	HRS
<b>19</b>	3/23/2003	Personal Notes - Performance discussion with Joan Jett	NA
<b>20</b>	4/8/2003	Reassignment Letter – Patsy Cline	HRS
<b>21</b>	4/9/2003	Personal Notes Vanessa Williams attire	Polly Plaintiff
<b>22</b>	4/10/2003	Personal Notes - Performance Review	Polly Plaintiff
<b>23</b>	4/11/2003	Personal Notes - Fanny Mae attire	Polly Plaintiff
<b>24</b>	4/17/2003	Recruitment Meeting/Personal Notes	Flash Gordon/Polly Plaintiff



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<b>25</b>	4/17/2003	Personal Notes about Recruitment Meeting	Polly Plaintiff
<b>26</b>	4/21/2003	Personal Notes - Meeting	Polly Plaintiff
<b>27</b>	5/8/2003	Email about me leaving early	Wilma Rubble
<b>28</b>	5/9/2003	Notes – Meeting w/ Flash Gordon	Polly Plaintiff
<b>29</b>	5/9/2003	Notes – Meeting w/ Flash Gordon	Polly Plaintiff
<b>30</b>	5/12/2003	Personal Notes – Wilma Rubble. & Vanessa Williams	Polly Plaintiff
<b>31</b>	5/12/2003	Additional Notes – Meeting w/ Wilma Rubble	NA
<b>32</b>	5/21/2003	Reassignment Letter for Joan Jett	HRS
<b>33</b>	5/21/2003	Letter to T.S. – Elimination of Position	Flash Gordon
<b>34</b>	5/21/2003	Position Description for Tia-Sonya	Flash Gordon
<b>35</b>	5/22/2003	Personal Notes (Meeting) on Flash Godon, Pat Benetar and Sarah Parker	Polly Plaintiff
<b>36</b>	6/4/2003	Personal Notes – Visit w/ Barbara Boxer – Union Rep.	Polly Plaintiff
<b>37</b>	6/13/2003	Salary Increase – Wilma Rubble	HRS
<b>38</b>	6/19/2003	Personal Notes, Meeting w/ Pat & Rickie	Polly Plaintiff
<b>39</b>	6/23/2003	Personal Notes – George Jetson	Polly Plaintiff
<b>40</b>	7/29/2003	Personal Notes – 2003 Performance Eval meeting w/ Joan Jett	Polly Plaintiff
<b>41</b>	8/8/2003	2003 Annual Performance Evaluation	Joan Jett
<b>42</b>	8/22/2003	Personal Notes on Flash Gordon	Polly Plaintiff
<b>43</b>	10/17/2003	Personal Notes on Gloria Estevan	Polly Plaintiff
<b>44</b>	12/2/2003	Personal Notes on Sarah Parker	Polly Plaintiff
<b>45</b>	12/8/2003	Memorandum – Partial Hiring Freeze	Jackie Brown
<b>46</b>	12/10/2003	Reassignment Letter – Jane Doe	HRS
<b>47</b>	12/10/2003	Reassignment Letter – Patsy Cline	HRS
<b>48</b>	12/30/2003	EEOC Charge of Discrimination	Polly Plaintiff
<b>49</b>	12/30/2003	DFEH Right-to-Sue Notice	DFEH
<b>50</b>	1/23/2004	Email to EEOC Investigator, Vanessa Williams.	Polly Plaintiff