

NEW CASE INTAKE SHEET

Assigned to: _____ Date: _____ By: _____

GRIEVANT INFORMATION

AMICUS CASE NO. _____

NAME _____ LOCAL # _____

ADDRESS _____ (Home) _____

CITY: _____ STATE: _____ ZIP: _____ (Work) _____

GRIEVANT WORK LOCATION: _____

Email address: _____ (Cell) _____

LOCAL UNION INFORMATION

LOCAL PRES./STEWARD _____ (Home) _____

ADDRESS: _____ (Work) _____

CITY _____ STATE _____ ZIP _____ (Cell) _____

Email address: _____

NATIONAL REP ASSIGNED TO LOCAL _____

ADVERSE PARTY/EMPLOYER

NAME: _____

AGENCY: _____

ADDRESS: _____ PHONE _____

CITY _____ STATE _____ ZIP _____

EMPLOYER ATTORNEY - PHONE & FAX _____

DESCRIPTION OF CASE: _____

NATIONAL REPS - PLEASE INDICATE WITH "X" THE TYPE OF CASE BEING SUBMITTED:

ULP DFR ARB/DISCP ARB/TERM ARB/CONTRACT OTHER

Demands for arbitrations - attach the grievance, responses from the employer and a copy of the collective bargaining agreement.
THESE DOCUMENTS MUST BE ATTACHED TO THE INTAKE FORM.