



University of Pittsburgh

CONFIDENTIAL

EMPLOYEE APPLICATION FOR LEGAL DEFENSE AND/OR INDEMNIFICATION

Name: _____ Date: _____

Title and Position: _____

School or Administrative Unit: _____

Dean or Director: _____

I have read the Faculty and Staff Indemnification Policy (Policy Manual, Document No. 07-06-06) and the accompanying Procedure) Procedure Manual, Document No. 07-06-06). I believe I am entitled to legal defense and/or indemnification under the Policy and Procedure, as shown below:

1. Describe in detail the alleged acts or failures to act that are the subject of the actual or threatened proceeding against you, showing among other things how they and the activity of which they were part relate to your duties and authority in the University (see Indemnification Policy paragraphs II A, B and C). You may refer to any documents in the possession of the General Counsel's Office.

2. Describe in detail the actual or threatened proceeding against you, including who initiated it, in what forum, on what basis and what damages or other remedies are demanded.

3. When were you (or will you be) first required to present a defense or pay the expenses for which you are seeking assistance? When was the proceeding (or will it be) finally disposed of?

4. Have you already asserted a defense, retained an attorney, incurred expenses or taken any other action in connection with the proceeding against you? If so, please describe.

5. What are you requesting from the University? If indemnification, please spell out the amounts, the purposes for which your expenses were or will be incurred, and the date by which you request indemnification.

6. Do you have a personal insurance policy that might provide the defense and/or indemnification you are requesting here (e.g., homeowner's policies sometimes cover personal liability)? [The General Counsel may ask you to provide a copy of any such policy.]

7. If you were connected with an organization besides the University in the course of the activity that gave rise to the proceeding against you, should or might that organization defend and/or indemnify you in this proceeding? [The General Counsel may ask you to inquire into that organization's pertinent policies and insurance.]

Repayment Agreement – If the University indemnifies me for attorney's fees, judgments or any other expenses before the final disposition of the proceeding, I agree to repay the full indemnification amount in the event that the Committee on Indemnification ultimately determines that I was not entitled to indemnification under law, University policy or any specific contract with me. [Your agreement on this point is a pre-requisite to indemnification before the final disposition of the proceeding, under Section VI.3 of the Procedure.]

Signature

Please submit this application and all supporting documentation to General Counsel, 1710 Cathedral of Learning, Pittsburgh, PA 15260. If you have any questions, call the Office of General Counsel at 412-624-5674.

Supervisor's comments:

General Counsel's comments: