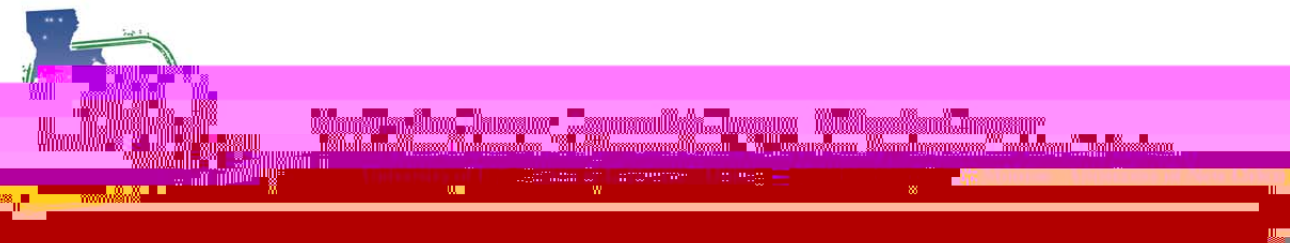
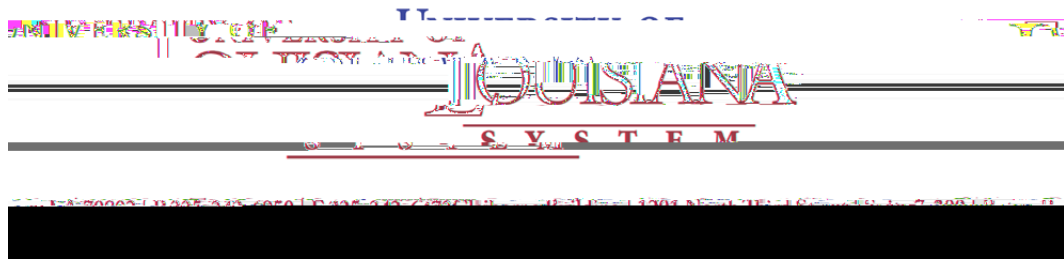


UNIVERSITY OF  
LOUISIANA  
SYSTEM

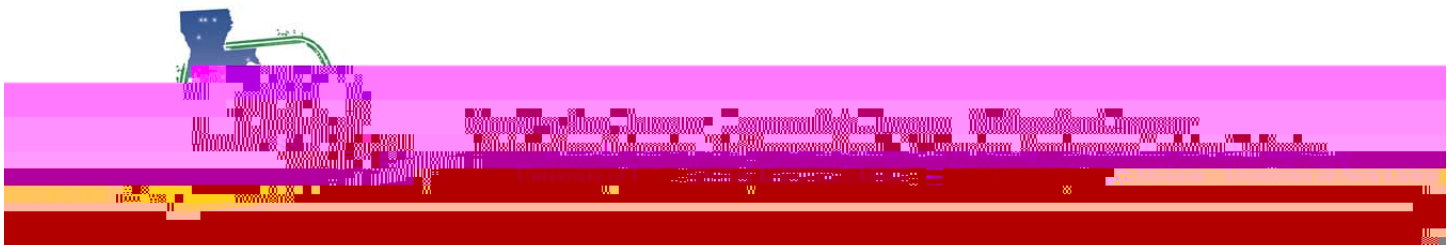
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#### 4. In-House Counsel / UL System

Escamilla & Poneck will serve as in-house counsel to the UL System working in collaboration with Decuir, Clark & Adams handling general in-house representation for the UL System. Escamilla & Poneck will also coordinate the provision of legal services by other outside legal counsel who litigate and perform general counsel services directly for member institutions. Escamilla & Poneck will also handle coordination of legal compliance for nine universities including coordination of legal trainings, legal policies, Consent Decrees, and other system-wide legal compliance concerns. These services will not be billed to individual universities, but all legal work on these matters will be initiated by the UL system office, possibly after consultation with the university representatives and billing will be processed appropriately. Therefore, any general legal matters that are believed to fall under the purview of in-house legal compliance for the System should be routed to Escamilla & Poneck through an appropriate UL System member: Karla Hughes, Robbie Robinson; Lisa Shemwell; Bruce Janet (EEOC).



University of Louisiana System  
GUIDELINES FOR HANDLING LITIGATION  
January 26, 2012, revised December 12, 2014

1. Requests for Legal Representation in Litigation Matters

To ensure compliance with this requirement, any University personnel who become aware of any litigation, threat of litigation, or other legal action or investigation by an administrative authority, should immediately notify the

DRAFT - FORM LETTER  
To be sent by each employee<sup>1</sup>

(Date)

The Honorable (Name)  
Office of the Attorney General  
Risk Litigation  
Post Office Box 94095  
Baton Rouge, LA 70804095

RE: (Suit Title or Caption - include Names, Docket Number, Judicial District,  
and Parish)

Dear Attorney General (Name)

I am an employee (official) at (Name of University), a member of the University of Louisiana System. I have been named, made a defendant, or served with the lawsuit or claim referred to above. This claim arises through my employment with the University and I hereby request that the State of Louisiana defend and, if necessary, indemnify me in this matter. The information regarding the claim is as follows:

1. Name of Official/Employee/Department:
2. Name of University within the University of Louisiana System:
3. Date of Service:
4. Type of Service (Received by Mail/Sheriff/Personal Delivery/Personal Service at Home/Work):

The petition, citation, and attachments served upon me in this matter, are ~~used~~. If for any reason the State declines to accept the defense or indemnification of this matter, please advise me at the address listed below:

(Your Name)  
(Your Address)

Thank you very much for your assistance.

Sincerely,

Name and Title

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<sup>1</sup> Copies of this letter must be submitted to the agent for service of process at the UL System Office and to your University President.