



**MEMORANDUM OF INVOLVEMENT**

TO: Washington State Attorney General's Office

From: \_\_\_\_\_

Date: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Re: \_\_\_\_\_

The purpose of this Memorandum of Involvement is to communicate confidential factual information to the Attorney General's Office for use in processing your request for defense and, if your request is approved, for use in defending you in the litigation. When used for this purpose, this document and the information in it are confidential under the attorney-client privilege and not subject to disclosure.

This memorandum includes specific responses, by paragraph number, to the allegations made against me personally in Plaintiff's Complaint.

I have responded to all paragraphs which mention me personally, paragraphs that contain allegations against all of the defendants, and all paragraphs containing allegations I have specific knowledge about even if they don't mention me.

In addition to other factual explanations, the response includes whether or not the specific allegations are true, partially true, or false.

I have not included any opinions or conclusions concerning any allegations, or speculation as to why the lawsuit was filed or why events occurred should not be included in the statements.

Additionally, this memorandum includes any additional factual information I am aware of that is relevant to the claims in the complaint.

Paragraph no. \_\_\_\_\_:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Paragraph no. \_\_\_\_\_:

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Additional Information:

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Attached are copies of the following documents, which I have referenced in my response, that are relevant to the claims made in the complaint.

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I have identified and preserved other information not referenced here that may pertain to this claim(s):

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The named individuals below may have additional factual information related to the claims in this complaint:

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