

## INTEREST-IN-RELIEF FORM

*A court approved this notice. This is not an advertisement from a lawyer.*

**If you are a woman who worked as a corrections officer at Women's Huron Valley Correctional Facility at any time between January 2009 and the present, you must act now to protect your rights in a lawsuit.**

### 1. Why did I get this Interest-in-Relief Form?

You received this Interest-in-Relief Form because Defendants' records show that you are a woman who worked as a Corrections Officer at Women's Huron Valley Correctional Facility ("WHV") between January 1, 2009, and the present. As a result, you may be eligible for a monetary relief award or priority transfer out of WHV. This document explains the steps that you must now take to be considered for an individual award.

### 2. What individual relief awards are available to female COs harmed by Defendants' alleged discrimination?

The Settlement Agreement describes the relief awards that will be available to women harmed by Defendants' alleged discrimination. Under the terms of the Settlement Agreement, eligible female COs who worked at WHV between 2009 and the present may receive:

- **Cash awards** to make up for some of the pain and suffering and/or emotional distress allegedly suffered as a result of Defendants' long-term transfer freeze at WHV.
- **Priority transfers** out of WHV to another MDOC facility for up to 15 female COs who currently work at WHV and meet the same conditions required for all other transfer applicants. Preference for the 15 priority transfers will be given to Charging Parties, in order of number of continuous service hours, and then to non-Charging Parties, in order of number of continuous service hours.

### 3. What should I do to be considered for an individual relief award?

To be considered for an individual relief award, you must complete and submit the enclosed Interest-in-Relief Form to the United States, as described in the enclosed instructions, no later than **April 19, 2021**. Submitting the Interest-in-Relief Form does not guarantee that you will receive an individual relief award. But if you do not complete and submit the Interest-in-Relief Form by April 19, 2021, you will not receive an individual relief award unless you had a very good reason for missing the deadline.

#### 4. If I am a Charging Party, do I need to complete an Interest in Relief Form?

A Charging Party is entitled to receive her service award and may also seek an individual relief award of money and/or priority transfer consideration.

If you are a Charging Party and you want both your service award and an individual relief award of money and/or priority transfer consideration, you must complete an Interest-in-Relief Form.

If you are a Charging Party and you want only your service award, then you do not need to complete an Interest-in-Relief Form.

#### 5. What happens next?

The United States will make an initial decision on your eligibility for individual relief based on Defendants' records and your responses on the Interest-in-Relief Form you submitted. The United States will send you a letter informing you of the initial decision on your eligibility. You will have the opportunity to object to that initial decision. The Court will make the final decision about whether you are eligible to receive an individual relief award, and if so, the amount of money you are entitled to receive and/or whether you are entitled to consideration for a priority transfer.

During this process, it is important that the United States has your current contact information to inform you of next steps or to request additional information. If your address, telephone number, or email address changes at any time after you submit your Interest-in-Relief Form, you **must** let the United States know. To do so:

- You can email [Community.MichiganDOC@usdoj.gov](mailto:Community.MichiganDOC@usdoj.gov), or
- You can call, toll-free, 1-844-380-6167.

## **INSTRUCTIONS FOR COMPLETING THE INTEREST-IN-RELIEF FORM**

1. **FILL OUT COMPLETELY EVERY SECTION OF THE INTEREST-IN-RELIEF FORM AND SIGN THE FORM.** Filling out the Interest-in-Relief Form does not guarantee that you will receive an individual relief award, but you may not be eligible to receive an individual relief award if you do not complete and return the Interest-in-Relief Form.
2. Submit your Interest-in-Relief Form either:
  - By e-mail to [Community.MichiganDOC@usdoj.gov](mailto:Community.MichiganDOC@usdoj.gov)
    - To avoid any possible mail delays, we prefer submission by email if possible.
    - You may access a PDF-fillable version of the Interest-in-Relief Form at [www.justice.gov/crt/MDOC](http://www.justice.gov/crt/MDOC).
    - If you scan your form, please make sure each page is clear and complete.
  - Or by U.S. mail to the following address (a return envelope has been enclosed for your convenience, but you must affix proper postage):

U.S. Department of Justice  
MDOC Settlement Team  
Civil Rights Division/ELS  
P.O. Box 14400  
Washington, DC 20044-4400
3. **All forms must be sent via e-mail or postmarked by April 19, 2021, or you may lose the chance to receive an award unless you have a really good reason for not submitting a timely form.**

If you return the Interest-in-Relief Form:

- You authorize the United States to share your materials with Defendants and the Court.
- The United States will evaluate your eligibility for an individual relief award.
- The United States will notify you of the United States' eligibility determinations, including the estimated amount of money you are entitled to receive and/or whether you are entitled to consideration for a priority transfer.
- If you disagree with these determinations, you will have a chance to object to the Court.
- The Court will make the final decision about whether you are eligible for an individual relief award and if so, the amount of money you are entitled to receive and/or whether you are entitled to consideration for a priority transfer.