

**SUPPLEMENTAL RELIEF ORDER (SRO) CLAIMS PROCEDURE**

**Entered in *Shakman, et al. v. Sheriff of Cook County et al.*,  
(the Shakman Case)**

**COMPLETED SRO CLAIM FORMS AND RELEASES MUST BE RECEIVED BY THE  
SHERIFF'S COMPLIANCE ADMINISTRATOR BY  
FEBRUARY 27, 2009**

If you believe you were subjected to unlawful political discrimination in connection with hiring, promotion, overtime or for any other term or aspect of employment with the Sheriff of Cook County between June 1, 2006 and October 30, 2008, you may submit a completed, notarized SRO Claim Form (Form 2) and signed, notarized Release of Claims Against the Sheriff of Cook County (Form 3) by February 27, 2009 to be considered for possible money damages.

Completed SRO Claim Forms and Release of Claims Against the Sheriff of Cook County must be received by the Sheriff's Compliance Administrator by the February 27, 2009 Claim Deadline. Both the Claim Form and the Release must be properly notarized. Send completed and notarized SRO Claim Forms and a signed Release of Claims Against the Sheriff of Cook County to either of the following, but not both:

Sheriff's Compliance Administrator c/o Brian Hays Locke Lord Bissell & Liddell LLP 111 S. Wacker Drive, Suite 4100 Chicago, Illinois 60606	Sheriff's Compliance Administrator CLIFFORD L. MEACHAM 69 West Washington Street, Suite 1416 Chicago, IL 60602 312-603-8910
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**Submitting an SRO Claim Form does not guarantee a monetary award.**

**Do I Have a Claim?**

If you applied for a job or have a job with the Sheriff of Cook County and believe that you were subjected to unlawful political discrimination in connection with any employment decision by the Sheriff of Cook County that occurred between June 1, 2006 and October 30, 2008, you may be eligible to receive a cash award under a settlement agreement in *Shakman, et al. v. Democratic Organization of Cook County, et al.*

"Employment decision" includes, but is not limited to, any decision involving hiring, firing, promotion, job assignment, transfer, disciplinary action and overtime.

"Unlawful political discrimination" means the making of any employment decision by the Sheriff because of any political reason or factor such as an individual's political affiliation, political support or activity, political financial contributions, promises of such political support, activity or financial contributions, or political sponsorship or recommendations.

## **Sheriff SRO Form 2**

If you have already released any claim(s) against the Cook County Sheriff for alleged violations that occurred between June 1, 2006 and October 30, 2008, through either litigation or settlement, then you are not eligible for relief through this process for any released claim.

**Important Notes:** If your Claim involves alleged unlawful political discrimination that took place before June 1, 2006, do not use this SRO Claim Form. If you wish to pursue a claim against the Sheriff of Cook County based on conduct occurring before June 1, 2006, you must submit an Opt-Out Request Form (Form 1) to the Sheriff's Compliance Administrator before February 27, 2009 to pursue whatever rights you may have in court.

If your Claim involves alleged unlawful political discrimination that took place after October 30, 2008, do not use this Claim Form. Please consult the SRO Complaint Procedures for further information about your rights under the SRO for violations occurring after final approval of the SRO.

Relief under the Claim Process is limited to monetary awards. No injunctive relief, such as reinstatement or promotion, is available through the Claim Process. Such injunctive relief may be available through a legal action filed in a court of law. If you would like to pursue injunctive relief, you must submit an Opt-Out Request Form to the Sheriff's Compliance Administrator before February 27, 2009.

To facilitate negotiations, the parties agreed that the running of any statutory time limitations periods, judicially created time limitation periods, and all other legal or equitable time-based defenses and doctrines for violations of federal and state law and court orders entered in this case based on claims of political discrimination in connection with any term or aspect of governmental employment with the Sheriff or defenses thereto were stayed and tolled as of December 13, 2006. The tolling will be lifted at Final Approval but will not affect any claims which may have expired between the date of Final Approval and the date of Opt Out. A member of the Settlement Classes who elects to pursue a remedy outside of the SRO should act quickly to protect whatever rights she or he may have.

### **Instructions for Completing the Claim Form**

If you would like to submit a Claim Form and be considered for a monetary award you must complete and notarize both an SRO Claim Form and a Release of Claims Against the Sheriff of Cook County Claim Form. The Sheriff's Compliance Administrator will deny your claim if you do not submit and notarize both Forms.

SRO Claim Forms should include as much detail as possible showing the evidence supporting your claim that you were subjected to unlawful political discrimination in connection with any term or aspect of employment with the Sheriff of Cook County.

## **Sheriff SRO Form 2**

Anyone submitting an SRO Claim Form must attach any supporting documentation in her or his possession to the SRO Claim Form. This includes documentation supporting any damage claim. If you do not have any documents in your possession, your claim will still be evaluated on its merits. Documents may be submitted at a later date, but only with permission from the Sheriff's Compliance Administrator for good cause.

You may only submit one SRO Claim Form, but you may allege facts supporting more than one claim on your SRO Claim Form. The Sheriff's Compliance Administrator will evaluate all of the claims included in the SRO Claim Form.

This document should not be construed as legal advice. The Sheriff's Compliance Administrator is not able to provide legal advice about whether an individual should remain a member of the class or about whether an individual has a Claim. Any individual considering submitting an SRO Claim Form may consult with a lawyer of her or his choosing. Class Counsel in the Shakman Case (that is, the lawyers who represent the named plaintiffs and classes of plaintiffs in that case) are not able to provide individual legal advice about claims to persons who may wish to file claims. You may consult with a lawyer of your choice, at your own expense, about whether to file a Claim or opt out of the settlement procedures to pursue whatever rights you may have.

Class Counsel recommend that Claimants send their completed SRO Claim Form and Release of Claims Against the Sheriff of Cook County Form to the Sheriff's Compliance Administrator via certified mail, return receipt requested, and keep a copy of the Forms and of any documents that are sent with them.

### **Claim Review Process**

The Sheriff's Compliance Administrator and his staff will review all timely SRO Claim Forms to determine whether the Claimant is entitled to a damage award. As part of the review, the Sheriff's Compliance Administrator may request additional information from Claimants and the Sheriff's office to help him identify valid claims and eliminate those that are not. During the claims review process, you must provide any information and documents reasonably requested by the Sheriff's Compliance Administrator.

Within 90 days of the February 27, 2009 Claim Deadline (the Claim Review Period), the Sheriff's Compliance Administrator, in his/her sole discretion and after consideration of all of the evidence, will determine whether each Claimant is eligible for recovery and, if so, will assign a monetary award to each Claimant based on the relevant information presented to the Sheriff's Compliance Administrator. Claimants should provide all evidence, information, and documents known to them in as much detail as possible in their SRO Claim Forms to assist the Sheriff's Compliance Administrator in assessing claims.

If the Sheriff's Compliance Administrator needs additional time to evaluate the merits of a claim, the Sheriff's Compliance Administrator will inform the Claimant of the need for additional time and the date by which the review will be completed.

## Sheriff SRO Form 2

The Sheriff's Compliance Administrator will notify each Claimant of the decision with respect to the claim by sending a Notice of Determination to each Claimant by May 28, 2009. The Notice of Determination will tell the Claimants whether they are entitled to a damage award and, if so, the amount of the award.

### **The Sheriff's Compliance Administrator's decision is final, and not subject to appeal.**

Within 30 days following the Sheriff's Compliance Administrator's determination of all claims, the Sheriff's Compliance Administrator shall provide the Sheriff's General Counsel with a list of Claimants eligible for an award, each Claimant's last known mailing address, the social security number of any non-employee, and the amount of each award.

Within 60 days of receipt of the Sheriff's Compliance Administrator's list of Claimants and awards, Cook County will mail a check in the amount of the award to each Claimant who has received an award at her or his last known mailing address.

If you submit an SRO Claim Form you thereby agree to have your claim for damages resulting from alleged political discrimination in connection with employment with the Sheriff of Cook County decided by the Sheriff's Compliance Administrator. By submitting an SRO Claim Form, you agree to waive your right to file your own lawsuit and to have your claims decided by a court.

### **Submitting an SRO Complaint Form does not guarantee you any relief.**

#### **Important Dates:**

October 30, 2008 Court Hearing for Final Approval of the SRO

February 27, 2009 Opt-Out Deadline (The Opt-Out Deadline is the date by which a person must inform the Court in the Shakman Case in writing that she or he elects to be excluded from the settlement and claims procedure described in this document.)

February 27, 2009 SRO Claim Form Deadline

May 28, 2009 Sheriff's Compliance Administrator Sends Notice of Determination to Claimants

July 28, 2009 Deadline for Cook County to Pay Claim Awards