

6. Describe incident: Indicate equipment involved and its condition; identify premises (real or personal property) condition or use involved. For example, if incident involved a "slip and fall," describe the condition of the floor. Attach additional material as needed.

7. Has possible claimant or representative indicated intention to proceed with legal action? ___yes ___no If yes, explain.

8. Name of attorney, if known _____

Reported by _____ Date _____

Department of Institution _____

Distribution: Original to Litigation Manager, Office of General Counsel, The University of Texas System; Copy to Executive Vice Chancellor for Business Affairs.

TTCA No. 1