

REQUEST FOR COPIES OF CASE FILE DOCUMENTS

Date: _____

Dear UTLA:

I, _____ Employee Number: _____

hereby request a copy of all documents I am entitled to from Grievance Case (s) filed on:

Please mail these documents to:

(Please Print Clearly)

Name: _____

Address: _____

City: State _____ Zip _____

Thank you for your kind attention to this matter.

Signature*

Date

Employee Phone Number: () _____

**** I understand that there is a charge of 25 cents (\$.25) per page. Payment will be due upon completion of the copying process, which will take 10 working days. I will be called when item is ready for pick up or mailing using the telephone number provided.***

Payment may only be made by cashier's check or money order payable to United Teachers Los Angeles.

Mailed documents will have an additional postage fee if the weight exceeds one (1) ounce.

Please note that due to privacy concerns, documents must be sent via U.S. mail or equivalent; they cannot be faxed.