

## WARN ACT INQUIRY FORM

Please answer all questions to the best of your ability; indicate where answers are estimates or unknown. Print form when complete, keep a copy and fax to **313-887-8470**. Please also send an email to [mail@sugarlaw.org](mailto:mail@sugarlaw.org) with the subject line "WARN ACT INQUIRY FORM" to ensure Law Center staff is aware of your inquiry if fax transmission fails.

1. YOUR NAME	2. TODAY'S DATE
3. YOUR MAILING ADDRESS	
4. YOUR DAYTIME TELEPHONE AND AN ALTERNATE TELEPHONE AT WHICH YOU CAN BE REACHED	5. YOUR EMAIL, ALTERNATE EMAIL
6. NAME AND ADDRESS OF THE COMPANY ABOUT WHICH YOU HAVE WARN ACT CONCERNS	

7. HOW LONG WERE YOU EMPLOYED WITH THE COMPANY?	8. WHAT WAS YOUR MOST RECENT POSITION?	9. HOW MANY HOURS/WEEK DID YOU WORK, ON AVERAGE?	10. DOES THE COMPANY OWE YOU ANY WAGES, SEVERANCE OR VACATION? HOW MUCH?
---	--	--	--

For questions 11 and 12, count *all* employees including management, production, technical, clerical, etc.

11. NUMBER OF PEOPLE EMPLOYED BY COMPANY BEFORE LAYOFFS	
12. IF COMPANY OPERATED AT MORE THAN ONE SITE, TOTAL NUMBER OF PEOPLE EMPLOYED AT THE SITES WHERE LAYOFFS OCCURRED (EACH OFFICE, PLANT, ETC.) BEFORE THE LAYOFFS	
<u>SITE (GIVE ADDRESS IF KNOWN)</u>	<u>NUMBER EMPLOYED BEFORE LAYOFFS</u>

13. DATE(S) OF LAYOFFS , AND NUMBER OF EMPLOYEES LAID OFF AT EACH SITE ON EACH OF THESE DATES		
<u>SITE</u>	<u>DATE</u>	<u>NUMBER LAID OFF</u>

14. HAS THE COMPANY GIVEN ANY REASON (S) FOR WHY IT CLOSED OR WHY IT WAS LAYING OFF SO MANY WORKERS? IF YES, DESCRIBE.
--

15. DID THE COMPANY PROVIDE ANY TYPE OF NOTICE—WRITTEN OR OTHERWISE—OF THE TERMINATIONS? IF SO, WHEN AND WHAT DID IT SAY?

16. DID THE COMPANY PROVIDE ANY REASONS FOR NOT GIVING ADVANCE NOTICE? IF YES, EXPLAIN.

17. DID THE COMPANY OFFER OR PAY ANY TYPE OF SEVERANCE TO LAID-OFF WORKERS? IF SO, DESCRIBE.

18. WAS THE SEVERANCE PART OF A PRE-EXISTING CONTRACT, COMPANY POLICY, OR BENEFITS PACKAGE?

19. WERE WORKERS REQUIRED TO SIGN ANY DOCUMENT IN CONNECTION WITH THE LAYOFFS? IF SO, DESCRIBE. HOW MUCH TIME WERE EMPLOYEES GIVEN TO DECIDE ABOUT SIGNING?

20. IS THE COMPANY CURRENTLY OPERATING?

21. IS THE COMPANY IN BANKRUPTCY?

22. IF YES, WHERE AND WHEN DID IT FILE FOR BANKRUPTCY?

23. DID THE COURT INFORM YOU ABOUT THE "BAR DATE" (DEADLINE) FOR YOU TO FILE A PROOF OF CLAIM? IF YES, WHAT IS THAT DATE?

24. PLEASE LIST NAMES AND ADDRESSES, PHONE NUMBERS AND/OR EMAIL ADDRESSES OF OTHER EMPLOYEES OF THE COMPANY.