

# NOTICE TO (JOB TITLE)

If you worked as a \_\_\_\_\_ for \_\_\_\_\_  
(at any time during the period of \_\_\_\_\_ to the present).

## **YOU ARE ENTITLED TO JOIN A LAWSUIT**

A lawsuit has been brought in federal court in Houston/Galveston, Texas by certain (name of company/putative class member description) (“Plaintiffs”) for unpaid wages in accordance with the Fair Labor Standards Act (29 U.S.C. § 216(b)). If you worked for (name of company) (“\_\_\_\_\_”) as a (Plaintiff’s job title) at any time during the period of \_\_\_\_\_ to the present, you are eligible to participate in a lawsuit for unpaid overtime pay. If you desire to participate, you must sign and return the enclosed forms. If you do not want to make a claim in this matter, simply do nothing.

### **Why is this notice being sent?**

The Honorable \_\_\_\_\_ of the United States District Court for the Southern District of Texas has ruled that all current and former (putative class member description), including you, who worked for (name of company) in (place) at any time during the period of (date) to the present should be given an opportunity to join this lawsuit seeking unpaid overtime pay. At this time, the Court has not determined whether or not the Plaintiffs are owed overtime pay.

### **What is this case about?**

The Plaintiffs in this case contend that \_\_\_\_\_.

### **What is (Name of company)’s position?**

(Name of company) contends that \_\_\_\_\_.

### **What happens if I join?**

If the Court finds that you should have been and were not paid overtime wages, the Court may award you money damages. While this lawsuit is proceeding, you may be required to assist the lawyers representing Plaintiffs, answer written questions, testify under oath, and/or participate at trial.

If you decide to join this lawsuit, you may choose your own counsel or be represented by (Plaintiffs’ counsel), the law firm currently representing Plaintiffs. You will not have to pay money out of pocket, win or lose, to (Plaintiffs’ counsel). Rather, (Plaintiffs’ counsel) will be paid an amount awarded by the Court out of any recovery obtained through trial or settlement.

If you are a current or former employee of (name of company), you should be aware that federal law prohibits (name of company) from discharging you or taking any other negative action against you because you elect to join this lawsuit.

### **What if I do not join?**

You will not be part of this case. If the Plaintiffs win or settle, you will not get any benefit. If the Plaintiffs lose, you will not be affected.

### **How quickly must I act to join? The deadline to join the lawsuit is (date of deadline).**

However, if you decide to join, do not wait until the deadline to send in your forms. Time is of the essence because you can only recover, at most, up to three years of overtime pay from the date you join the case.

### **How do I join?**

If you would like to be represented by (Plaintiff’s Counsel), you must complete the enclosed forms (the information sheet and the consent form) and return them by mail, fax, email, or text. You will receive a confirmation once your forms are received and processed. *Do not contact the Court about this matter. The attorneys you retain will answer your questions.*

Attorney

**LAW FIRM**

Street Address

City, State Zip Code

\_\_\_\_\_ [telephone]

\_\_\_\_\_ [fax]

\_\_\_\_\_ [email]

\_\_\_\_\_ [text]

For more information, call toll free:

\_\_\_\_\_

**NOTICE OF CONSENT**

I am an individual currently or formerly working for (name of company). I consent to be a plaintiff in No. \_\_\_\_-CV-\_\_\_\_; \_\_\_\_\_ v. \_\_\_\_\_ (S.D. Tex.), seeking unpaid wages and other relief that may be appropriate. I choose to be represented by (name of firm) and any other attorneys with whom they may associate, to represent me for all purposes in this action. I designate and authorize (name of firm) as my agent to make decisions on my behalf concerning the case and the method and manner of conducting the case. I understand that by signing this Notice of Consent, I will be bound by the judgment of the court on all issues. I will also be bound by and will share in, as the Court may approve, any settlement that may be negotiated on behalf of the plaintiffs.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please print or type the following information which will be kept confidential:**

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Home Telephone Number

\_\_\_\_\_  
Cell Phone Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Estimated Dates of Employment

\_\_\_\_\_  
Position(s) Held with [Insert employer]

\_\_\_\_\_  
Location(s) worked for [Insert Employer]

**RETURN THIS FORM BY MAIL, E-MAIL, FAX OR TEXT TO:**

Attorney  
LAW FIRM  
Street Address  
City, State Zip Code  
\_\_\_\_\_ [fax]  
\_\_\_\_\_ [email]  
\_\_\_\_\_ [text]