

## COUNSELING A COMPLAINANT WITH AN ATTORNEY/REPRESENTATIVE

**INSTRUCTIONS: DOE NNSA COUNSELORS**, whenever a counselee notifies you they have an attorney or a representative, all of your work/contact with the counselee **must** go through/be coordinated with the attorney/representative. This includes “brief” telephone conversations, emails, etc. Everything **must** go through the attorney/representative, or have them present. On occasion the attorney/representative cannot or does not want to be present or included. In that event, before you proceed with direct communication with the counselee, have them sign and date the attached. You can send it to them by email if you are counseling long-distance. Again, please get a new signature/date for each time you and the counselee meet or communicate without the counselee’s attorney/representative present. Keep all of the signed notices as a part of your file. In the event the agreement is by email retain a copy of their email reply indicating their approval to meet/communicate without their attorney/representative present.

This acknowledges that I or my Counselor attempted to include my attorney or other representative, (insert name of attorney/representative), in a face-to-face or telephone interview, or other communication on this date and [Mr./Ms. Attorney/Representative name] declined to participate.

The interview or other communication was conducted without my attorney present, and with my full knowledge and agreement my attorney/representative would not be present.

\_\_\_\_\_  
Complainant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counselor

\_\_\_\_\_  
Date