**Instructions For Employees**

1. Go to the Administration Department for your employer (**non-government employees only**) and find out who carries the **Liability Insurance** for your employer. Say, “I want to find out who carries our slip and fall insurance in case somebody falls and wishes to file a claim. Who is our Insurance carrier?” “What is our policy number?” If you have been laid off, ask a trusted co-worker to gather the information to you. Upon receipt of information contact the insurance carrier to begin a Claim for negligence, harm and injury (you must have a valid claim such as documentation from a doctor of breathing problems or skin rashes from the mask.) If you have been Covid19 vaccinated and injured, then specify the harm and injury from the vax backed by doctors’ notes and/or tests/exams. They will ask you questions and walk you through the claim process to get started. Document and save all correspondence.
2. Fill out the **FOIA- Freedom of Information Act (government employees only).** Get notarized and make copies and send a copy to your employer by registered mail with return receipt. Email the **FOIA** to your employer on this day as well. Time is of the essence
3. Send your employer the **Conditional Acceptance** via registered mail with return receipt. You may email this too. Wait for reply. If you get no response or negative response, then proceed to step 4.
4. Send your employer the **Lawful Notice** via registered mail with return receipt. You may email this too. Wait for reply. If you get no response or negative response, then proceed to step 5.
5. Send your employer a notarized copy of the **Notice Regarding Affirmation of** **Constitutionally Protected Rights** via registered mail with return receipt. This **DOES NOT** guarantee or secure your job, but it does hold them liable. Keep your copy in a safe place. Proceed to step 6.
6. File the **SF95** form against **The** **Department of** **Health & Human Services** for negligence that caused undue harm and injury creating their liability. Instructions are in packet. This must be truth and fact and no speculation. This is under penalty of perjury. Make a copy for yourself then send this via registered mail with return receipt. Send a copy to your employer by registered mail with return receipt. Proceed to step 7.
7. File a Discrimination charge with the **EEOC-Employment Equal Opportunity Commission** if you have been discriminated against by an employer while on the job because of your race, color, religion, sex, pregnancy, national origin, disability or genetic information or because of opposing a prohibited practice outside the law. <https://publicportal.eeoc.gov/Portal/Login.aspx> Click on **Filing with EEOC** For questions **Call 1-800-669-4000** or **202-921-3191.**
8. Fill out the **Notice and Demand** toestoppel their act of Discrimination. Get notarized and make copies and send a copy to your employer by registered mail with return receipt. Proceed to step 9.
9. If you get no response or a negative response regarding the Notice and Demand within the 72-hour time frame, then proceed by filing a Discrimination Charge with your **County Sheriff** and file with the **Department of Justice**. This is to cover both State and Federal jurisdictions. Fill out the **Notice of Discrimination** form (found in your packet) and mail to your County Sheriff via Registered mail with return receipt. Make copies and send a copy to your employer. Then proceed to step 10 and prepare your Affidavit/Declaration of Truth.

**U.S. Department of Justice** – Report a Violation. If your rights or someone else’s have been violated, (Religion or Disability) submit a report using their online form at <https://civilrights.justice.gov/> Then use our Discrimination form and send via registered mail with return receipt to:

**Kristen Clarke, Assistant Attorney General**

**U.S. Department of Justice**

**Civil Rights Division**

**950 Pennsylvania Avenue, NW**

**Washington D.C. 20530-0001**

1. Prepare your **Affidavit/Declaration of Truth**. Anything in red font must be changed to black font. After the second paragraph you will see directions on how to create your affidavit. This section must be deleted once you have read it. You will then make all your true statements in chronological order in as few or as many numbered points as you wish. On the Notary page, you will replace the red font with black and enter your full name and specify his or her then delete the other. The Notary page is for the notary to fill out and stamp. Once completed get it notarized and make copies then send a copy to your employer by registered mail with return receipt if you have not received remedy from your employer by securing your rights and your job.
2. When the 14 days are up and when or if the Affidavit has been unrebutted (meaning they did not respond) you will then file it with the clerk of the District or County Courthouse and request a hearing for a summary judgement because an unrebutted affidavit stands as fact and truth before the court. The judge shall rule in your favor due to your unrebutted Affidavit which lawfully because of the non-response has now been tacitly agreed to be fact without any further recourse from the other party.