



**G. REQUESTING PAYMENT OF FEES, COSTS, AND
SANCTIONS ASSESSED AGAINST EEOC**

The Commission must submit an application for payment to the Department of the Treasury, Financial Management Services (Treasury/FMS), when a court assesses attorney's fees, costs, or sanctions against it. Litigation Management Services (LMS) in OGC-HQ and the EEOC's Debt Collection Officer in the Office of Legal Counsel (OLC) serve as intermediaries between the legal unit and Treasury/FMS. Here is the process:

1. Prepare Application Package and Submit to LMS

The first step the legal unit attorney must take to obtain payment of attorney's fees, costs, or sanctions assessed against the Commission is to prepare an application package requesting payment and send it to his or her LMS liaison for review. In order to ensure that payment is submitted and processed in a timely manner, the legal unit must provide the following information to LMS:

- brief summary of the case, including a statement that no appeal will be taken
- name and address of defendant
- tax id # (SSN or EIN) of the defendant (please note that FMS will make checks payable only to defendants, not their attorneys).
- name, address, and telephone number of defendant's counsel
- name and address of recipient of the check

The legal unit should attach the following documents to the memorandum:

- copy of the complaint
- copy of the judgment, if applicable
- copy of any court order assessing fees, sanctions, or costs