



## STEPS TO TAKE

- **When you get a charge, make sure the “particulars” support each box that is checked.**
- **Don’t guess and attempt to address unknown particulars in your statement of position.**
- **Instead, respond to what’s clear and wait to see if the charging party amends the charge.**
- **If the charge isn’t amended, it will likely be subject to dismissal when a suit is filed.**

Chris Thrutchley is an attorney of GableGotwals who assists and represents clients in the area of Labor and Employment Law, ERISA and general litigation. For help auditing and updating your employment practices and your intellectual property protection strategies contact **GableGotwals**. We will be glad to assist you.



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