

Request for Legal Assistance
ATTORNEY – CLIENT COMMUNICATION

PLEASE SUBMIT COMPLETED REQUEST FORM TO
DCSD OFFICE OF LEGAL AFFAIRS

DATE RECEIVED: _____
MATTER ASSIGNED TO: _____

*** This request is a confidential communication and should be treated as such ***

Topic: Swift Currie Agenda Item for September 8, 2025, Board of Education Meeting
(e.g., contract review, policy matter, etc.)

Action/response required Approval of Renewal of the District's Insurance Defense Legal Services Agreement with the law firm of Swift Currie

Date of request: 8/12/2025 Date by which a response is needed: 8/13/2025
(Allow 3 to 5 business days)

Background information: This will be renewal year three of five renewal periods

Please attach/include any additional information/documents that are relevant to your request.

Attachment(s)? Yes No Description of attachments, if any Agenda Item

Requested by: Ginton R. Darien, Jr. Ginton R. Darien, Jr.
Print Name Signature

Email: ginton.darien@dekalbschoolsga.org Telephone: 678-676-0403

Department: Office of Legal Affairs

Cabinet Member authorizing the request: H. Eric Hilton, Chief Legal Officer

This item is approved as to form? Yes No

By: [Signature]
H. Eric Hilton, Chief Legal Officer

Comments: _____

Please copy on email: All that are copied on original email

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Telephone Conference

Was this matter an emergency requiring immediate contact? Yes No

Date Called: _____ Time: _____ Total Time of Conference: _____

Advice Given: _____

Action Taken: _____