



## ***Investigation – Evidentiary Material Request Form***

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**Name of Party Completing Form:**

**Date Submitted:**

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***Parties are not required to request evidentiary material. Parties who choose to request evidentiary material may use this form and submit it to the Title IX Coordinator at [jessica.rhodes@marshall.edu](mailto:jessica.rhodes@marshall.edu) or Title IX Investigator [mandi.hurley@marshall.edu](mailto:mandi.hurley@marshall.edu) electronically.***

*Parties may complete this form—identifying the evidentiary material and the individual or entity in possession of the material—for each item of evidentiary material they request the investigator gather. Evidentiary materials include, but are not limited to, physical evidence, documents, communications between the parties, and other electronic records and media.*

*The investigator will gather relevant, available evidentiary materials, including physical evidence, documents, communications between the parties, and other electronic records and media as appropriate. The investigator has the discretion to determine the relevance of any requested evidentiary materials, and, accordingly, the investigator will determine which evidentiary materials they will seek to obtain. Please note that not all evidentiary materials requested will necessarily be “available” to the investigator. For example, the university does not have the authority to subpoena an individual or force them to provide documents to the university.*

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- 1. Please identify the specific evidentiary material you would like the investigator to obtain.**  
*[Give specific information. Attach additional sheets if necessary and indicate below how many additional pages will be attached to ensure complete receipt of your request.]*



**2. Please summarize what you believe to be the relevance of this evidentiary material.** *[Give specific information. Attach additional sheets if necessary and indicate below how many additional pages will be attached to ensure complete receipt of your request.]*

**3. Please identify the individual or entity you believe to be in possession of the requested evidentiary material.** *[Give specific information. Attach additional sheets if necessary and indicate below how many additional pages will be attached to ensure complete receipt of your request.]*

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Party Signature<sup>1</sup>

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<sup>1</sup> Signature may be electronic.