

MINOR SETTLEMENT CHECKLIST

NOTE – FOR CLAIMS OVER \$25,000 A GUARDIANSHIP MUST BE ESTABLISHED USING REGULAR GUARDIANSHIP FORMS

- 1. Deposit of \$100.00
- 1. SPF 22.0 Application to Settle a Minor's Claim (10/1/98 Ed.) including name and address of parents or guardian
- 2. Certified copy of birth certificate
- 3. Narrative statement in support including:
 - Description of occurrence, injury or damage
 - Treatment progress and current prognosis by treating physicians (statement of examining physician in respect to the injuries sustained, the extent of recovery and prognosis) or motion to substitute medical records
 - Other proposed or actual settlements resulting from the same occurrence being paid to persons other than this minor
 - Copy of accident/police report
- 4. Itemized list of reimbursed medical expenses and payees
- 5. Itemized list of unreimbursed medical and other expenses and proposed payees
- 6. Itemized suit expenses
- 7. Attorney contingent fee contract
- 8. Application and Entry previously authorizing guardian to enter into contingent fee agreement. Exception: Attorney represents the Insurance Company
- 9. Copy of proposed release
- 10. SPF 22.1 Waiver and Consent to Settle Minor's Claim (4/97 Ed.)
- 11. SPF 22.2 Entry Approving Settlement of a Minor's Claim (10/1/98 Ed.)

__ 12. SPF 22.3 Verification of Receipt and Deposit (4/01/97 Ed.)

__ 13. SPF 22.4 Report of Distribution Minor's Claim (4/01/97 Ed.) is to be filed **with vouchers** after settlement funds have been distributed

Please review documents to ensure all correct boxes are checked and for mathematical errors and consistency of figures.