

WRONGFUL DEATH CHECKLIST

- 1. Deposit of \$150.00
- 2. SPF 14.0 Application to Approve Settlement and Distribution of Wrongful Death and Survival Claims (01/01/15 Ed.)
- 3. SPF 14.1 Waiver and Consent – Wrongful Death and Survival Claims
- 4. Narrative statement in support of settlement, including:
 - Relevant biographic information
 - Circumstances of occurrence causing death, including:
 - cause, nature, and extent of injuries
 - conscious pain and suffering
 - diagnosis and treatment received, if any
 - accident/police report, if any
 - Terms of proposed settlement, including:
 - Identity of all parties to the settlement
 - Other proposed or actual litigation or settlements resulting from the same occurrence
 - Net Proceeds
 - When a structured settlement is proposed, supporting documentation, present day value, rating of annuity company, rate of return, and language concerning non-assignability of annuity
 - Current location of settlement funds and expected date for release of funds
- 5. Itemized list of expenses and fees
- 6. Statement of Subrogation Claims
- 7. Application and Entry to enter into Contingent Fee Agreement, including copy of fee agreement. Exception: Attorney represents the Insurance Company

8. Copy of proposed release

9. SPF 14.2 Entry Approving Settlement and Distribution of Wrongful Death and Survival Claims (9/1/11 Ed.)

10. SPF 14.3 Report of Distribution of Wrongful Death and Survival Claims to be filed **with vouchers** after settlement has been distributed

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