

GENERAL INSTRUCTIONS FOR COVERED LEGAL SERVICES REIMBURSEMENT CLAIMS

1. A Legal Services Reimbursement Claim may be submitted when a legal cost covered under the U.F.C.W., Local 1500, Legal Services Plan has been incurred by an eligible member for up to \$3,000.00 in reimbursable claims for any calendar year. For full details and a description of the various types of expenses which are covered, please see your Legal Services Plan booklet.
2. When submitting a claim, attach all bills for Legal Services Reimbursement Claims showing (a) full name of client, (b) type of service, (c) date of service, and (d) amount charged. Incomplete claims will be returned, therefore, delaying payment to you.
3. If you wish to retain bills for any purpose you should make arrangements to have them duplicated prior to submission to the Legal Service Plan.
4. Separate claim forms must be submitted for each covered person.
5. ALL QUESTIONS REGARDING THE SUBMISSION AND PAYMENT OF YOUR CLAIM SHOULD BE DIRECTED TO THE LEGAL SERVICES PLAN, U.F.C.W., LOCAL 1500, 425 MERRICK AVENUE, WESTBURY, N.Y. 11590, (516) 214-1310.

For Prompt Claim Payment

- Lawyers Bills should look like this:

<p>1 Full name of client.</p>	<p>H. Oliver Blackstone, Esq. 101 Courthouse Lane Anytown</p>						
<p>2 Date or Period of Service rendered.</p>	<p>For Professional Services To: John X. Smith</p>						
<p>3 Actual name or description of services— not just "professional services"</p>	<table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;">Date of Service Service</th> <th style="text-align: left;">Charge</th> <th style="text-align: left;">Nature of Service Rendered</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">April 10, to Sept. 20, 1977</td> <td style="text-align: left;">\$650.00</td> <td style="text-align: left;">Action for Divorce</td> </tr> </tbody> </table>	Date of Service Service	Charge	Nature of Service Rendered	April 10, to Sept. 20, 1977	\$650.00	Action for Divorce
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Before Submitting Your Claim

1. Have you **fully** completed your claim form?
2. Have you signed your claim form?
3. Have you enclosed all your bills or receipts? Does each bill or receipt contain the required information? (See above example.)