

Instructions for entering data in
Claimant's Attorney Memorandum and
Defendants' Settlement Summary forms.

It is recommended that the form be 'saved' to your own data system, and when used provided with a unique name referencing the subject claimant/client.

After entering data in a cell, move to the next cell with the "tab" button.

Note that each cell has 'properties' that may limit whether the entry must be alpha or numeric, and how many characters can be entered. These properties, and the form itself, are 'protected'. However, the document is not *password* protected. This means that if additional space in a cell is needed on a particular settlement, or if additional rows are needed, the 'protection' can be turned off and additional space added. Your office help should be capable of doing this.

Defendant's Settlement Summary:

The Defendants' Settlement Summary shall be referenced in the settlement document per instruction in JRP Rule 18.

Language similar to the following is to be incorporated into the settlement document:

"The disputes of the parties are fully and forever settled, [with the exceptions (if future meds are to remain open, etc.) noted in Paragraph(s) _____ of the LSS and the Order] by defendants agreement to pay, in addition to the amounts previously paid as set forth in Exhibit A(2) and A(3), the sum of \$_____, as set forth in Exhibit A(6), to be paid following the Commission's approval of this settlement."

Line 6: This is the negotiated amount of the settlement, aka 'new money'.

Line 7: This is the amount of the check to be written by the surety.

After completing the Exhibit, print and attach to the settlement document.

Note: If multiple timeloss claims are being closed by the settlement, multiple summaries must be completed and attached to the settlement.

Claimant's Attorney Memorandum:

Save the completed Memorandum to your data system with a unique file name, preferably one that contains the claimant's name.

Send it as an attachment to the address on the bottom of the form:

AttorneyFeeMemo@iic.idaho.gov

NOTE: Do **NOT** put confidential attorney/client privileged information in these documents. They will become part of the official Commission record in this case and could be disclosed later in accordance with the provisions of the Idaho Public Records Law, the Judicial Rules of Practice and Procedure or the Idaho Rules of Civil Procedure.