

**PENNSYLVANIA LAWYERS FUND FOR CLIENT SECURITY**

**INSTRUCTIONS FOR COMPLETING STATEMENT OF CLAIM**

**IMPORTANT** - Please read this entire document before you complete the attached Statement of Claim.

1. The Claimant should complete every question in the Statement of Claim, using separate sheets of paper if the space provided for answers is inadequate. **AN INCOMPLETE CLAIM FORM WILL BE RETURNED.**

2. Rule 501, et seq. of the Pennsylvania Rules of Disciplinary Enforcement sets forth the criteria that the Board uses in evaluating claims. These are briefly set forth below for the Claimant's information:

(a) The Fund is created by contributions of members of the Bar of the Commonwealth of Pennsylvania to aid in easing the losses caused to clients by members of the Bar acting as an attorney or fiduciary who convert the client's money or property.

(b) These payments are made as a matter of grace and not of right.

(c) Reimbursable losses are those that are caused by dishonest conduct of an attorney whether he/she acts as an attorney at law or acts as a fiduciary, such as trustee or executor.

(d) The loss must not be covered by insurance or bond.

(e) The maximum amount payable to any one Claimant shall be \$100,000.00.

(f) The attorney need not have been disciplined prior to the presentation of the claim and payment thereof, **BUT THE ATTORNEY SHALL BE GIVEN NOTICE OF THE CLAIM MADE AGAINST HIM/HER** as filed with the Fund, and an opportunity to present a statement with respect to his/her conduct.

(g) The Board requires each Claimant, as a condition of filing a claim, to also file a formal complaint with the Disciplinary Board of the Supreme Court, and to cooperate in the fullest with the Board or other authorities in connection with investigations, and any civil or criminal prosecution of the alleged dishonest conduct. **The Disciplinary Board and the Fund are two separate agencies.** Therefore, a Claimant may receive requests for information/documentation from several agencies, which information/documentation should be provided directly to the requesting agency. If the attorney is deceased at the time this claim is filed, no disciplinary complaint is required.

(h) No lawyer shall accept any payment for assisting a Claimant with the filing of a claim with the Fund, unless such payment has been approved by the Board.

**3. Filing of Claims:**

(a) Claims for reimbursement from the Fund shall be submitted to the Executive Director of the Fund, in writing, pursuant to the form provided.

(b) Each claim shall set forth sufficient facts, information and documentation required to establish eligibility.

(c) The Board may request the Claimant to submit supplemental information, and may hold such conferences or hearings as it deems necessary.

(d) Claims are reviewed by the Board for disposition in the order in which they are received.

(e) No claim which is approved by the Board shall be paid until the Claimant has executed such instruments, taken such action or entered into such agreements as the Board shall require as a condition of payment.

(f) Interest will not be paid on any claim.

(g) The Board cannot consider for reimbursement claims concerning malpractice, negligence or ineffective representation. The Board does not arbitrate fee disputes.