

MINOR SETTLEMENT CHECKLIST

- 1. SPF 22.0 Application to Settle a Minor's Claim 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
 - Insurance policy limits
 - Copy of accident/police report
- 4. Itemized list of reimburses medical expenses and payees
- 5. Itemized list of unreimbursed medical and other expense and proposed payees
- 6. Itemized suit expenses
- 7. Attorney contingent fee contract
- 8. Attorney contingent fee contract
- 9. Copy of proposed release
- 10. SPF 22.1 Waiver and Consent to Settle Minor's Claim
- 11. SPF 22.2 Entry Approving Settlement of a Minor's Claim. Must include the following in the "Further Orders area at the bottom: Payment of settlement funds is at the risk of the insurance company until funds are distributed in accordance with this entry"
- 12. SPF 22.4 Report of Distribution Minor's Claim is to be filed **with vouchers** after settlement funds have been distributed