



WESTERN CONFERENCE OF TEAMSTERS LEGAL SERVICES TRUST FUND

P.O. Box 2340 | Stockton, CA 95201 | LST@deltafund.com

April 2, 2018

To: Participating Panel Attorneys

Subject: Western Conference of Teamsters Legal Services Trust Fund
NOTICE REGARDING LITIGATION BENEFITS

This notice is intended to clarify both the requirements for opening any litigation benefit claim and to clarify the documentation Panel and Designated Attorneys must retain in their files in any matter for which litigation benefits are provided.

Requirements for opening a litigation benefit:

A litigation benefit claim may be opened only when each of the following elements is satisfied:

1. A hearing, with witnesses, has been scheduled for a date after the litigation claim is opened, and
2. \$1,000 or less remains to be billed on the underlying claim (e.g., three family matters) at the time the litigation benefit is requested.

Documentation that must be retained in connection with a litigation benefit:

When a litigation benefit has been opened, the Attorney must retain the following documentation:

1. A copy of the court order scheduling the hearing with witnesses (a trial setting order will not suffice), and
2. Actual preparation of witnesses for the scheduled hearing, or drafting of anticipated cross examination of adverse witnesses expected to testify at the scheduled hearing.

Please note that if the Trust's auditors determine that the required documentation is not in the Attorney's file, the Trust may require that the Attorney reimburse any litigation benefits paid in that matter.

If you have any questions, please call me or one of our Trust Specialists using the Fund's 800 number (In California (800) 222-3024 • Outside California (800) 222-3025). You can also reach us via Facsimile at (209) 940-5251 or email at LST@deltafund.com.

Sincerely,

Sarah Bagley
Account Manager
Delta Fund Administrators

Telephones: In California (800) 222-3024 • Outside California (800) 222-3025 • Facsimile: (209) 940-5251