



WESTERN CONFERENCE OF TEAMSTERS LEGAL SERVICES TRUST FUND

P.O. Box 2340 | Stockton, CA 95201 | (209) 940-5250

To: Participating Panel Attorneys

Subject: Western Conference of Teamsters Legal Services Trust Fund
Newly Assigned Attorney Codes & Plan Transaction Codes
Attorney Payment Process Update

Previously you were notified that the Board of Trustees of the Western Conference of Teamsters Legal Services Trust Fund (“Fund” or the “Plan”) selected Delta Fund Administrators LLC (“Delta”) to begin providing administration services to the Fund effective March 1, 2012. This change in administrators also required a transfer of all of the Fund’s electronic records and data files to Delta’s Legal Case Management System. As part of this transfer, Delta’s Legal Case Management System needed to assign new attorney codes and new transaction codes.

For your reference, your newly assigned attorney code is listed on the envelope’s address label next to your name. Additionally, a schedule listing all new transaction codes is enclosed for your review. This schedule also references the prior transaction code used by the previous administrator and all benefit descriptions and details including the case dollar maximums. **No changes have been made to the Plan’s benefits; only the transaction code details have been changed.** If your new vendor number was not listed or this schedule was not enclosed, please contact our office and we will provide these to you.

As previously communicated to you by the Fund, all billing statements and invoices must be submitted on a monthly basis with no exceptions. Delta will be paying all prior month’s invoices on the 20th day of the following month (or the following business day if the 20th falls on a weekend or holiday). Delta must receive your previous month’s invoice before the 15th of the following month to be included for payment on the 20th. For example, your March invoice should include all services completed by you during the month of March and this invoice must be received in our office before April 15th to be included for payment on April 20th. All invoices or billing statements can be submitted via mail, fax, or email however, please do not submit invoices or billing statements more than once (e.g., if you submit your monthly invoice via email, do not also submit it via fax or mail).

Please note the following when submitting your invoices and billing statements:

- Filing/server fees need to be issued a separate transaction code;
- Travel expenses are to be used on a limited basis and must be preapproved;
- Billing is to be submitted monthly for services rendered in the previous month;
- Invoices received for services more than 180 days after the date of service will not be paid;
- Billing statements must include a claim number, transaction code, each participant’s name including that participant’s social security number;
- Photocopies, toll calls, express delivery, messenger fees, fees for recording deeds, etc. are not covered under the plan and will not be reimbursed;

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



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- Claim numbers cannot be issued to attorneys who do not have a current copy of the Declaration page of their insurance policy on file. If you have been notified that we are in need of an updated copy, please do so immediately; and
- Claims cannot be backdated so please call to have a claim number assigned to your case before any work is performed.

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,

A handwritten signature in blue ink, appearing to read "M Todd Stemler".

M. Todd Stemler
V.P. of Finance & Operations
Delta Fund Administrators LLC