



# WESTERN CONFERENCE OF TEAMSTERS LEGAL SERVICES TRUST FUND

P.O. Box 2340 | Stockton, CA 95201 | [LST@deltafund.com](mailto:LST@deltafund.com)

August 22, 2016

To: Participating Panel Attorneys

Subject: Western Conference of Teamsters Legal Services Trust Fund  
**Teamsters Legal Services Website, Litigation Claims, Invoices, and Claim Forms**

### Teamsters Legal Services Website

Earlier this year the website for Western Conference of Teamsters Legal Service Trust Fund was created, [www.teamsterlegal.com](http://www.teamsterlegal.com). On this website, you are able to obtain all of the forms and documents needed to help the participants. This website also has a section for members, where they can download forms, documents and search for participating attorneys in their area. Please review your listing on the website to make sure all of the information is correct.

By providing the attorney contact information on the website, it will allow members to access attorney information without having to call our office. Some members work during the time our office is open, therefore they are not able to contact us for assistance. **Please do not assume they are eligible for benefits simply because they have obtained your contact information. It is very important for all attorneys to call and confirm coverage before they start any work on a case.**

### Litigation Claims

Many attorneys are still unclear about the use of litigation claims. The description for a litigation claim is as follows: If a live hearing with witnesses is required, and the fees for preparation and participation in the hearing exhaust the maximum benefit available for the claim, the Plan will pay a litigation benefit to help reduce the financial burden on the attorney. The benefit will pay for hours that would otherwise not be compensated because the benefit maximum has been reached, and will be paid at an hourly rate equal to 70% of the normal hourly rate. The Trust requires Panel Attorneys to maintain records confirming that a live hearing with witnesses occurred.

Please note, a live hearing with witness testimony must occur before the claim can be issued. Simply having a hearing scheduled will not qualify.

### Invoices

Statements are due by the close of business day on the 14<sup>th</sup> of the month for payment to be issued on the 20<sup>th</sup> or by close of business day on the last work day of the month for payment to be issued on the 5<sup>th</sup> of the following month. If the due date lands on a weekend or a holiday, invoices must be submitted by the end of the prior business day. The end of the business day is considered to be 5 pm PST. If you are emailing invoices, they must be sent to [LST@deltafund.com](mailto:LST@deltafund.com) to be processed.

**Phone: In California (800) 222-3024 • Outside California (800) 222-3025 • Fax: (209) 940-5251**



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## Claim Forms

There has been some confusion on the claim forms in regards to who signs the form when the spouse is the client. The person that is the client needs to sign the claim form. If the spouse is the client, they need to be the one who signs the form.

There are also some attorneys who are still submitting the old version of the claim form. The easiest way for you to tell if the claim form is a new or old one is to look under section 5 where the participant signs. If under the signature line it says "participant", it's the old form. If it says "client" (see below) this is the new form.

**5. CONSENT AND SIGNATURE:**  
THE CLIENT CONSENTS TO THE  
OF TEAMSTERS LEGAL SERVICES  
THE PANEL ATTORNEY'S FEE'S

Client

Sincerely,

Sarah Bagley  
Account Manager  
Delta Fund Administrators