DEEMED WITHDRAWN ELIGIBILITY INSTRUCTIONS

Using the Reports to Find Deemed Withdrawn Candidate Claims

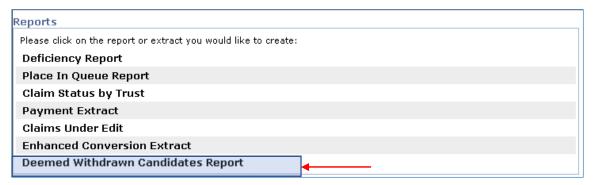
In order to identify claims that are candidates for the Deemed Withdrawn Policy, a new report has been added to the Trust Online Reports page. The Deemed Withdrawn Candidates ("**DWC**") Report will list all of the claims that are currently in a Status and/or Queue that would be eligible to be Deemed Withdrawn once the 6-month deadline date (180th day from the later of date of the Deemed Withdrawn Policy Notice or notification date of the deficiency, prepetition or Definite SOL Violation) has been reached. This report will list pertinent data needed to identify the candidate claims and will include such information as the Eligibility Type, Days In Queue and Days Until Withdrawn.

Deemed Withdrawn Candidates Report:

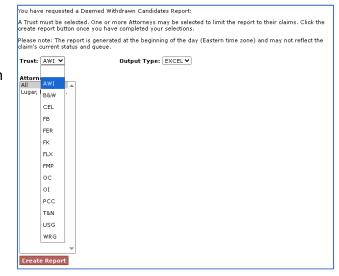
1. To run the DWC report, log into Trust Online and click on the Reports tab.

Summary Claim Search | Feedback | New Claim | Conversion | User Accounts | Manage Access | Profile | Reports | Notifications

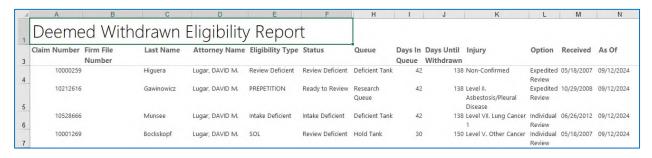
2. Next click the Deemed Withdrawn Candidates Report listed at the bottom of the preformatted list of reports to begin the report process.



- After clicking on this report, a new page will be displayed with a number of criteria to select:
 - a. Select the appropriate trust from the Trust drop-down.
 - Select the Output Type (EXCEL, CSV).
 - c. Select specific Attorney(s) or All.
 - d. Click Create Report.



4. After clicking the Create Report button, the report will be generated with all of the firm's claims that are currently eligible to be Deemed Withdrawn. This report does not include claims that are currently being re-reviewed or processed by the Facility.



- 5. The report generated also displays the following data fields:
 - a. Claim Number the Trust Online claim number
 - b. Firm File Number the firm's filing or claim number
 - c. Last Name injured party last name
 - d. Attorney Name filing attorney
 - e. Eligibility Type identifies type of eligibility (SOL, PREPETITION, etc.,)
 - f. Status current claim status in Trust Online
 - g. Queue current claim queue in Trust Online
 - h. Days In Queue number of days in the current queue
 - i. Days Until Withdrawn number of days until claim reaches 180th day
 - j. Injury *alleged injury*
 - k. Option claim's process option
 - I. Received claim's received date
 - m. As of date report was generated

Please note: The data in this report is refreshed hourly and may not reflect the claim's current Status and Queue.

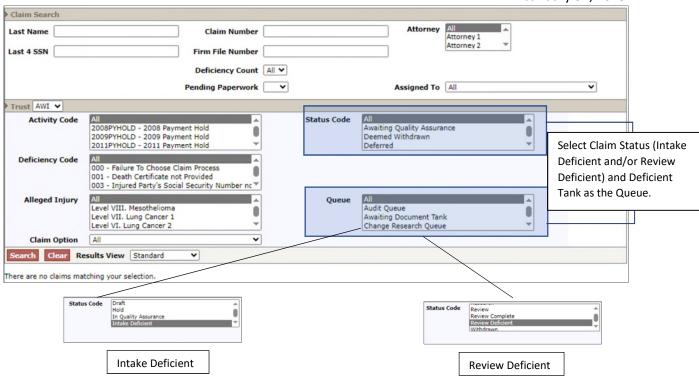
Using the Claim Search and Reports to Find Deficient Claims

The Claim Search screen offers users the ability to create custom searches that can be used to identify both intake and review deficient claims and create reports with this information. These reports allow users to view and manage their claim inventory of deficient claims.

Claim Search

Advance searches require users to select a trust. To search for all your deficient claims 1) Begin by selecting a trust in the **Trust** dropdown. 2) In the Status Code section, select Intake Deficient or Review Deficient. 3) Click on the Search button to retrieve the results. If you would like to identify the deficient claims that are currently in the Deficient Tank waiting on a response to the claim's open deficiencies, also select Deficient Tank as the Queue prior to clicking the Search button.

January 31, 2025

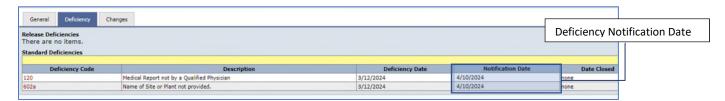


Your search results will display all claims that meet your search criteria. These results can be exported as a PDF or Excel file. You can also click on the claim number of each individual claim to view the claim details.

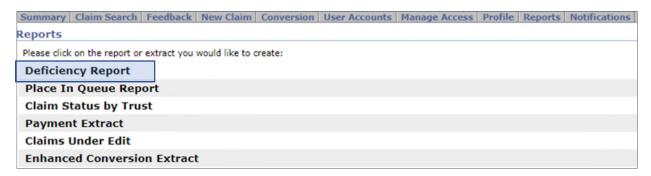
Search Results



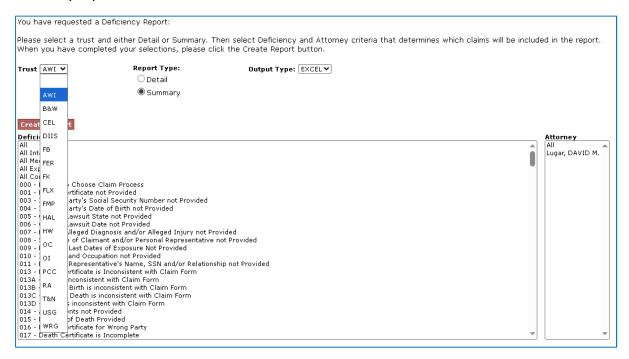
The deficiency tab displays all the deficiency codes on the claim, including the notification date of each deficiency.



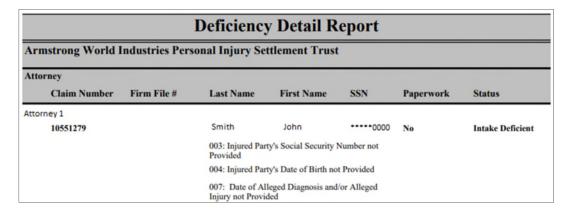
Alternatively, users can also run reports using the Deficiency Report found within the Reports tab.



This allows users to customize their reports based on **Trust**, **Deficiency Code** or **deficiency type**. The reports can be exported as a **PDF**, **CSV**, or **Excel** file and can be viewed as a detailed or summary report.



The results of the Detail report request will provide the Claim Number, Claimant Name, Firm File number (if applicable), open deficiency codes, and the claim status.

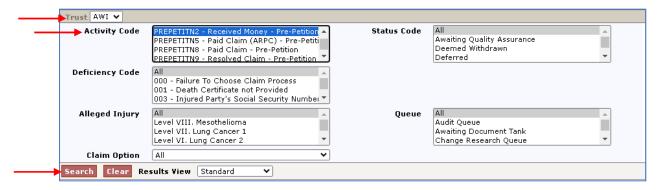


Using the Claim Search and Notifications to Find Prepetition and Definite SOL Violation Claims

The Claim Search screen offers users the ability to create custom searches that can be used to create reports. These reports allow users to view their inventory of claims that are on a PREPETITION or Definite SOL Hold.

Claim Search

- 1. After logging into Trust Online, click on the Claim Search tab.
- Summary | Claim Search | Feedback | New Claim | Conversion | User Accounts | Manage Access | Profile | Reports | Notifications |
 - 2. From the Trust drop-down select the appropriate trust, and;
 - 3. From the Activity Code drop-down select the appropriate PREPETITION activity code, and;
 - 4. Click the Search button.



- 5. From the Results grid, click on the "Claim #" to view the Holds Code and Notification Date on the General Tab's Research section.
- 6. The relevant notification date for purposes of calculating the six-month period is displayed in this Research section next to the prepetition activity code.



- 7. Repeat for each Prepetition code listed below:
 - a. PREPETITN Paid Claim Pre-Petition
 - b. PREPETITN2 Received Money Pre-Petition
 - c. PREPETITN3 Reserved Claim Pre-Petition (B&W, CEL Only)
 - d. PREPETITN5 Paid Claim (ARPC) Pre-Petition (B&W, CEL Only)
 - e. PREPETITN6 Contested Claim Pre-Petition (B&W, CEL Only)
 - f. PREPETITN8 Paid Claim Pre-Petition (Not available for OI)
 - g. PREPETITN9 Resolved Claim Pre-Petition
 - h. PREPETITN10 Settled Claim Pre-Petition
 - i. PREPETITN11 Open Pre-Petition
 - j. PREPETITN12 Settled Claim Qualified
 - k. PREPETITN13 Dismissed with prejudice Pre-Petition (OI Only)
- 8. Definite SOL Violation coded listed below:
 - a. SOLDCPFDV Definite SOL Violation-DCPF
 - b. SOLTRCDV Definite SOL Violation-Trust Counsel

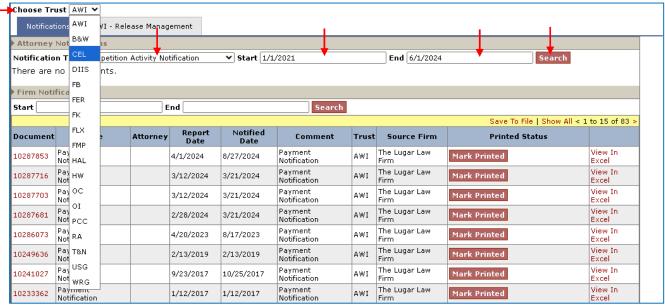
Notifications tab

Alternatively, users can use the Notifications tab to search for their PREPETITION notifications to identify claims and their notification date.

1. After logging into Trust Online, click on the Notifications tab.



- 2. From the Trust drop-down select the appropriate trust, and;
- 3. From the Notification Type drop-down select Prepetition Activity Notification, and;
- 4. Enter a Start date, and;
- 5. Enter an End date, and;
- 6. Click the Search button.



Search Results

- 7. From the Search Results, click on the Document link to view the notification letter with the claim(s) number(s);
- 8. The relevant notification date for purposes of calculating the six-month period is displayed in the Notified Date column.