



**DELIVERING STRATEGIC SOLUTIONS ACCA'S 2000 ANNUAL MEETING
HOUSE COUNSEL REVIEW FORM**

Claim #

Open

Closed

Attorney

Claim Areas Yes No N/A

- 1) Were file and suit papers referred timely?
- 2) Were initial instructions to H/C clear and correct?
- 3) Has the quality of claim file satisfactory?
- 4) Did Claims respond to HIC requests for add'l investigation?
- 5) Did FCO keep SIC advised of post referral file developments?

House Counsel Areas

- 1) Did H/C acknowledge receipt of file and proceed with responsive pleadings timely?
- 2) Were relevant factual and legal issues identified?
- 3) Was additional investigation recommended where appropriate?
- 4) Was discovery appropriate and timely?
- 5) Are files well documented?
- 6) Were motions filed and appropriate?
- 7) Are significant items being communicated to Claims timely?
- 8) Does the overall legal work product appear satisfactory?

Overall rating of file Satisfactory N/I

FCO Handling:

H/C Handling:

COMMENTS:

EXHIBIT "C"

This material is protected by copyright. Copyright © 2000 various authors and the American Corporate Counsel Association (ACCA).