

## **SGAL CHECKLIST**

- 1) Obtain the signed petition and order of appointment.
- 2) Request necessary information to complete the report such as:
  - a) Collision Report, if one available
  - b) All medical records and bills
  - c) Copy of settlement demand, if any
  - d) Contact information for legal guardians (this is to schedule the meeting with the guardian and minor)
  - e) Breakdown of Settlement to include: gross settlement amount, attorney fees, attorney costs, any subrogation amounts, net settlement amount
  - f) Name(s) of any other person receiving a settlement arising from the incident, and the amount(s) received
- 3) If the minor is receiving more than \$25,000, it will need to be placed into an annuity/structured settlement.
- 4.) Prepare SGAL report.
  - File with the Court.
  - Attend hearing to approve minor settlement.
  - Make sure discharge of SGAL is included and payment of fees is addressed.