

STATE OF SOUTH CAROLINA
LITIGATION CLOSING PACKAGE
REVIEWER CHECKLIST
FISCAL YEAR _____

2002

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Reviewer's Signature:
Date Last Review Step Was Completed:

All agencies submitting a Litigation Closing Package must complete a Litigation Overview Form (GAAP Form 3.13.1).

REVIEW STEP	YES/NO
Is the reviewer of the closing package someone other than the person who prepared it?	
Did the preparer and reviewer sign the closing package (not just type or rubber-stamp their names)?	
Did the preparer and reviewer show their titles and telephone numbers?	
If yes is checked in response to the first question, has a Payments to Private Attorneys Form (GAAP Form 3.13.2) been completed?	
If your agency made payments to private attorneys, are they properly classified on the Payments to Private Attorneys Form (GAAP Form 3.13.2)?	
Are all the cases reported in last year's closing package as <i>contingent</i> accounted for on the Litigation Overview Form (GAAP Form 3.13.1)?	
For each case name or situation, is ONE box marked?	
Does the total number of <i>S</i> 's marked equal the total number of Settled Litigation Forms (GAAP Form 3.13.3)?	
If any <i>N</i> 's are marked, have NO further forms been completed?	
Does the total of all the <i>C</i> 's marked equal the total number of Litigation Contingency Forms (GAAP Form 3.13.4)?	

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If you are submitting a Settled Litigation Report Form (GAAP Form 3.13.3) complete the following review steps:

Did your agency's attorney sign the form?	
Is the form complete including: case name, settlement date, GAAP fund name, GAAP fund code, and amount?	

Required documentation to be submitted:

Is a settlement payment schedule attached?	
Are all required STARS documents included/attached?	

If you are submitting a Litigation Contingency Report Form (GAAP Form 3.13.4) complete the following review steps:

Did your agency's attorney sign the form?	
Did your agency's attorney indicate the likelihood that the State will incur a loss by checking the appropriate box?	
If the case has been filed with the Insurance Reserve Fund (IRF), is the IRF case number included?	
Is the form complete including GAAP fund name, amount and date the case was initiated or will be filed?	
Is the potential gain or loss to the State of the case (or total combined potential gain or loss to the State of the group of related cases) \$500,000 or more?	