

GCCF POLICY ON CLAIM PREPARATION AND ASSESSMENT FEES

On any claim receiving a damages payment, the GCCF also will pay the reasonable costs incurred by the claimant in assessing the damages claimed. The GCCF will include in its payment the reasonable costs of estimating damages. These payments will not include payment of attorney's fees. The GCCF will administer claims for such costs ("Assessment Costs") as follows:

1. **Document Requirements.** On any claim on which the GCCF has not yet issued a Final Determination letter, each claimant seeking payment of Assessment Costs must submit copies of:
 - (a) Any document reflecting the contract or other agreement between the claimant and the person or entity charging the Assessment Costs (the "Claims Preparer") relating in any manner to the claim submitted to the GCCF;
 - (b) Any invoice to the claimant for any Assessment Costs claimed; and
 - (c) The time records showing the time spent and actions taken by the Claims Preparer that form the basis of the Assessment Costs claimed. If the Assessment Costs are based on a fixed or flat fee rather than an hourly rate, a detailed explanation of the work done by the Claims Preparer on the claim giving rise to the Assessment Costs claimed.

The GCCF will not compensate for any Assessment Costs that are not substantiated by these required documents.

2. **On-Line Claim Forms.** The claimant must sign the Claim Form submitted to the GCCF. Claim Forms submitted on-line must contain the electronic signature of the claimant. Claims Preparers cannot sign Claim Forms on behalf of claimants. As a result, the GCCF will no longer allow a Claims Preparer to submit an on-line Claim Form. The claimant may submit an on-line Claim Form or may sign a hard copy Claim Form and send it to the GCCF.
3. **Notices and Payments.** The GCCF no longer will send letters on claims determinations or payments to a Claims Preparer. Instead, the GCCF will send all letters and payments directly to the claimant. If a claimant has submitted to the GCCF a document signed by the claimant authorizing a Claims Preparer to receive information on the claimant's claim, the GCCF will send a copy of each letter to that Claims Preparer.