

CHECKLIST FOR NO-LIABILITY STIPULATIONS

1. _____ Ensure that no income benefits have been paid and that liability has not been adjudicated.
2. _____ Include the name, address and phone number of each party on the front page of the Stipulation.
3. _____ Include the Claimant's Social Security Number/ICMS Claim Number on the front page of the Stipulation.
4. _____ Include the Tax ID number of the Claimant's attorney.
5. _____ Include the date(s) of injury on the front page of the Stipulation. Submit a WC-1 for each date of injury that is covered by the Stipulation. The WC-1s should be submitted as part of the supporting documentation.
6. _____ Do not provide for any payment of indemnity or medical benefits in the No-Liability Stipulation.
7. _____ Do not put any Social Security/Hartman language in a No-liability Stipulation.
8. _____ If filing electronically, submit one copy of the Stipulation and one copy of the Supporting Documents to the Board. Separate the Stipulation from the Supporting Documents.
9. _____ If not filing electronically, submit the original Stipulation and a copy for each party and date of injury. (For example, if there are 5 parties and three dates of injury are being resolved, submit the original and 8 copies of the stipulation.) Do not forget to submit one 9 1/2" x 12 1/2" envelope for each party.
10. _____ Do not forget the Employer pre-signed notification.
11. _____ Do NOT discuss child support liens in the body of the Stipulation. If a child support lien is resolved, submit a letter from the Child Support Enforcement agency indicating the terms of the resolution.
12. _____ In settlements with minors or incapacitated adults, ensure that guardianship has been established through the Probate Court (or other court of competent jurisdiction) for settlements with a net settlement amount of \$50,000 or greater, or through the Board for settlements with a net settlement amount of under \$50,000.

**SUPPORTING DOCUMENTS FOR NO-LIABILITY
STIPULATIONS**

1. _____ WC-1 for each date of injury
2. _____ WC-15 Attorney Affidavit
3. _____ Throw Away Sheet explaining the terms of the settlement.
4. _____ Final WC-4
5. _____ Documentation indicating the resolution of child support or attorney fee liens.