



Your Legal Services Benefit

Fast facts for ASEA members and agency fee payors

WARNING: Fraud, attempted fraud, or improper use of the ASEA Legal Plan will terminate your benefits, and the ASEA Legal Plan will not pay accrued charges.

This document is merely a summary. Please refer to the ASEA Legal Plan Booklet for more details: In the event of a difference between this summary and the Plan Booklet, the Plan Booklet prevails. Please contact us if you need another Plan Booklet. This summary does not constitute legal advice. If you have legal questions please consult an attorney.

Welcome

As a member or agency fee payor of the Alaska State Employees' Association, AFSCME Local 52, you are covered by a legal services benefit plan. ASEA/AFSCME Local 52 has negotiated this benefit for you as part of its collective bargaining agreement with the State.

The Plan is funded by contributions from the State of Alaska. This money is held in a Legal Services Trust Fund, which is overseen by a Board of Trustees made up entirely of GGU members. The Trustees have hired an Administration Office to operate the Plan.

What Your Legal Services Plan Can Do For You

The legal plan is designed to help you cope with many common legal issues. Here are some of the ways you can use your benefit.

FAMILY MATTERS

Covered matters include:

- Divorce/legal separation
- Support, custody and visitation
- Adoption
- Paternity
- Guardianship/conservatorship
- Pre-marital agreement
- Power of attorney
- Change of name
- IRS audits

REAL ESTATE TRANSACTIONS

The Plan will cover you as a tenant of a personal residence in matters involving:

- Lease of the property
- Dispute with Landlord
- Eviction proceedings

The Plan will also cover preparation, review, and examination of documents concerning the purchase, sale, transfer or refinance of your personal residence. Other issues may include such things as an easement problem, or an unsatisfactory tax assessment.

ESTATE PLANNING

Here are a few areas in which estate planning is important:

- Communicating your wishes to your family and friends
- Leaving unequal amounts of property to children
- Providing care for minor children
- Providing long term care for children with disabilities
- Addressing concerns of unmarried couples



Did you know this could happen to you?

In the absence of a will any property or assets you may have could be distributed by the courts and if the courts can not locate a relative of yours the property may go to the State's coffers. If you have minor children and no will, the State may determine who will care for your children!

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LIMITATIONS OF COVERAGE The ASEA Legal Plan provides benefits for a wide variety of work attorneys may provide, but it does not cover all legal costs that you may incur. Before you see your attorney, be sure to read the complete description of benefits and exclusions, included in Parts E & F of your Plan Booklet. If after review of these sections, you are uncertain as to whether or not the matter is covered, contact the Administration Office.

IMPORTANT NOTICE Prior consent to use the benefits must be given on a completed, signed claim form. If applicable, the domestic partner requirements listed in the Plan Booklet Part C (4) must be documented by completion of the Certification of Domestic Partnership form prior to incurring expenses for the legal matter for which the benefits will be used.

CIVIL LITIGATION

Civil litigation is covered for noncriminal Plaintiff or Defendant actions and Administrative proceedings. Personal injury cases may be covered as long as they are not contingency fee cases, Worker's Compensation cases, or covered through any policy of insurance.

CONSUMER TRANSACTIONS

Are you having a problem with a consumer contract, collecting a debt, creditor actions against you, or personal bankruptcy issues? These are just a few types of consumer transactions that are generally covered.

Using Your Benefit

Using your benefit is as easy as 1-2-3. Just follow the steps below:

1 Verify coverage. Look in your Plan Booklet for details on eligibility criteria and covered matters. If applicable, file a Certification of Domestic Partnership to establish your domestic partner's eligibility under this Plan. Contact the Administration Office if you have any questions.

2 Select an attorney. Make an appointment to see an attorney who can handle the type of matter at hand. You may select a participating attorney from the list on the website, or any other attorney of your choice.

3 Prepare the claim form. Print out a Request for Benefits from the website, or call us and have one mailed to you. Fill in the top portion and bring the form with you when you go for the initial consultation with your chosen attorney.

HELPFUL HINTS TO EXPEDITE YOUR CLAIMS

- Make sure you have met all eligibility requirements before attempting to use your legal benefit.
- Make sure the services are covered under the Plan. If you have any doubt, call the Administration Office.
- Always identify yourself to an attorney as an ASEA member and tell them you have a legal benefit available to you.
- Make sure all required forms are completed, signed and submitted in a timely manner.