

Subsequent billing should be forwarded directly to Myron F. Steves & Co.

\_\_\_\_\_  
Full Name of Association

MEMBER CLAIM

FOR ATTORNEY FEE REIMBURSEMENT (COVERAGE B)

TO: The John A. Barclay Agency, Inc.  
PO Box 2274  
Austin, Texas 78768

FROM: \_\_\_\_\_ Attorney at Law

FIRM: \_\_\_\_\_ Tax ID# \_\_\_\_\_

NAME OF MEMBER: \_\_\_\_\_

LIST OTHER EDUCATOR ASSOCIATION MEMBERSHIPS: \_\_\_\_\_

DATE OF LOSS: \_\_\_\_\_  
Attach Membership Verification for Date of Loss

ESTIMATED TOTAL COST: \_\_\_\_\_ Please circle one  
Initial Interim Final

AMOUNT SUBMITTED: \_\_\_\_\_

TYPE OF CLAIM: \_\_\_\_\_

DESCRIPTION OF CLAIM: \_\_\_\_\_

PLEASE ATTACH ITEMIZED BILLING

Please mail future billings directly to:  
Betty Kister, Myron F. Steves & Company, P O Box 4479, Houston, TX 77210-4479

FILING FOR REIMBURSEMENT  
OF ATTORNEY FEES  
EDUCATOR PROFESSIONAL LIABILITY POLICY

1. Include the exact date of the incident. This must be provided in order to verify that the member was insured prior to the date of the incident.
2. Include a brief explanation of the occurrence, how it is being handled and an estimate of the total cost to conclusion. If there is a question about coverage under the policy or what part of the policy is applicable see enclosed Summary.
3. Provide an itemized statement of charges billed. The billing should indicate if it is the first and final billing, or if it is the initial billing and subsequent billings will follow.
4. The final billing should include information of the outcome of the case.
5. Provide an Assignment Form signed by the member (enclosed)

The above information should be submitted to:

The John A Barclay Agency, Inc.  
P.O. Box 2274  
Austin, Texas 78768

If there are any questions, you may contact us at:

(512) 476-6566

John Barclay Claims  
512-476-6566  
512-472-8382 fax

Upon receipt the claim information will be forwarded to:

Betty Kister  
Myron F Steves & Co.  
P.O. Box 4479  
Houston, Texas 77210-4479

800-392-1604 phone  
800-294-0851 fax

**ASSIGNMENT FORM**

FOR LEGAL SERVICES performed on my behalf and in my defense, I, \_\_\_\_\_  
Name of Member

hereby assign to \_\_\_\_\_, Attorneys at Law, all my rights,  
Name of Firm

title and interest in and to any and all sums of money to become due to me as a reimbursement of  
attorney's fees for such services from \_\_\_\_\_  
Name of Insurance Company

Under the Educators Professional Liability policy presently in force issued by the Company to the  
\_\_\_\_\_ and covering me as a participating  
Name of Association

member. The action requiring these services occurred on or about \_\_\_\_\_  
Date of Loss

between me and the \_\_\_\_\_ School District.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Member's Signature