## CA Instructions for Using These Forms

1. Open the letter of intent.
2. Fill in the top section of the letter with the information for the person you are filing against on the left side and your information on the right side.
3. Read through the complete letter of intent.
4. If any of the laws or information does not fit your personal needs or what you are filing against please delete this information or modify the text under the law.
5. Please do not modify or rewrite the laws stated in this letter. Each law will be highlighted in bold. After the law will be a description of how the law was broken. You are free to modify this text to fit your needs.
6. Print the cover letter and sign the letter.
7. Staple the letter to the Letter of Intent. The cover letter will be the first letter of your package.
8. Each person you are serving will receive one letter of intent with a copy of the cover letter attached.
9. Sign both documents and create your package for each person.
10. If you have other parents that are filing against the school board have them follow the same procedure listed here.

To file a claim :

Allied World Insurance Website

1. Use the file claim form we have prepared for you.
2. You will need to complete the claims form.
3. Have the claim form notrized before sending it by email.
4. Fill out the Affidavit, print the form, and have the Affadavit notrized before sending it by email.

Address:

1690 New Britain Avenue, Suite 101

Farmington, CT 06032 USA

Send an email to: noticeofloss@awac.com

This will be forwarded to Rockville for handling. Rockville will contact you with the claim number and examiner information. Should you have any questions, please follow up directly with Rockville at [AlliedAPR@rqm.us.com](mailto:AlliedAPR@rqm.us.com)

When filing a claim please send one email per claim. State different violations and laws on your claim against each person you have served. You will need to site different violations for each claim. Otherwise, they will try to push all the claims into one. We want seperate claims filed for each person.

Thank you and good luck. Please let us know when you have served these letters. Please record the serving of the letters and send us a video. We are hosting all the videos on our website and our Telegram channels.