

**ALASKA LABORERS-CONSTRUCTION INDUSTRY  
LEGAL SERVICES TRUST**

**HOW TO SUBMIT YOUR CLAIM**

1. When you have a legal matter, you must first contact the Administrator or Servicing law firm in your area:

Labor Trust Services, inc.  
PO Box 34567 Seattle, WA 98124  
(855) 815-2323

Or

The servicing law firm of Aglietti , Offret & Woofter - in Anchorage and Valdez Area  
733 West 4<sup>th</sup> Avenue, Suite 206  
Anchorage, AK 99501  
(907) 279-8657

Or

The servicing law firm of Gazewood & Weiner - In Fairbanks & Rural Northern Alaska Area  
1008 16th Ave, Suite 200  
Fairbanks, Alaska 99701-6078  
(907) 452-5196

2. In certain circumstances, you may use an attorney other than the servicing law firm when seeking legal services in the Anchorage area. However, the serving law firm in your area must give prior approval. Failure to obtain approval will result in the loss of all Plan benefits.
3. Written proof of expenses incurred must be furnished to the Plan not more than 60 days after the completion of the matter at issue.
4. If an action will be prorated, interim billings may be sent and are encouraged.
5. The Plan allows 150.00 per hour for legal fees.
6. Please be advised that for each category of covered legal services the Plan has a calendar year maximum. These are listed in the summary of benefits (on reverse), which applies regardless of the number of legal services rendered within the category.
7. Legal service expenses are credited to the calendar year during which the service is performed with the exception of the \$5000.00 benefit for termination of marriage. Expenses which exceed the hourly limit and the yearly category limit are not covered by the Plan and will be the responsibility of the participant.
8. Please make sure that you and your lawyer properly complete the Request for Benefits form before submitting them to us for processing. Should you have further questions, feel free to contact Labor Trust Services.