IMPORTANT: PLEASE READ

Legal Plan Claim Form

This claim form should only be used if you are an employee of:

City of Long Beach
Ossining Library
Remsen School District
Riverhead School District
Smithtown Library
Town of Babylon
Town of Bellmont
Town of Brookhaven
Town of Brookhaven Retirees
Town of Harrison
Town of Huntington
Town of Smithtown
Town of Southold
Town of Southold Retirees
UCS, Active full time and retiree
Village of Lloyd Harbor
Village of Southampton
Village of Wappingers
New Rochelle Public Library
Long Beach Housing Authority
Oceanside School District
CSEA Employee Benefit Fund
Legal Plan Claim Form

Instructions

• Attach a signed statement from your attorney specifying services rendered, date completed, and fees charged.
• Cancelled checks, retainer agreements, and payment ledgers are not accepted for this benefit.
• Form must be completed and signed by the CSEA Employee Benefit Fund member. All required documentation must be attached.
• All claims must be submitted no later than December 31st of the following calendar year.
• Submit for this benefit only if it has been negotiated for you under your collective bargaining agreement.
• Reimbursement allowances will not exceed the amount paid out for services.

Please allow up to 6 weeks for processing.

PART 1 — TO BE COMPLETED BY MEMBER (PLEASE PRINT)

Member’s Name _________________________________________________________________ EBF ID# ___________________________________
Mailing Address ______________________________________________________________________________________ Apt # __________________________
City _______________________________________________________________________ State ______________ Zip Code _____________
Daytime Phone # __________________________ Email _______________________________________________________________
Claimant ____________________________________________________________ Relationship __________________________________________

PART 2 — TYPE OF SERVICE

☐ Adoption
☐ Arraignment Service (non-traffic related)
☐ Automobile Defense Overage Matter
☐ Change of Name
☐ Court Ordered Support
☐ Debt Collection
☐ Without Trial
☐ District/City/County Court
☐ Supreme Court
☐ With Trial
☐ District/City/County Court
☐ Supreme Court
☐ Domestic Relations Representation
☐ Divorce
☐ Uncontested
☐ Separation
☐ Contested
☐ Annulment
☐ Litigated
Name of Spouse _______________________________________________________________
☐ General Consultation
Subject Matter _______________________________________________________________
☐ Juvenile Delinquency Representation
☐ Legal Guardianship
☐ Legal Defense in Other Civil Matters
☐ Without Trial
☐ With Trial
☐ Non-Business Contract
☐ Personal Bankruptcy
☐ Principal Residence Real Estate Closing
☐ Sale
☐ Purchase
☐ Refinancing
Address _______________________________________________________________
☐ Principal Residence Mortgage Protection
☐ Without Trial
☐ With Trial
☐ Tenant Defense
☐ Traffic Violation Representation
☐ Without Trial
☐ With Trial
☐ Veteran & Serviceman’s Rights
☐ Denial of Benefits
☐ Change in Discharge
☐ Court Martial
☐ Wills and Living Trust

MAIL COMPLETED CLAIM TO

CSEA Employee Benefit Fund
PO Box 516
Latham, NY 12110-0516

CSEA Employee Benefit Fund 800-323-2732 www.cseaebf.com