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**Subject: LITIGATION MANAGEMENT POLICY**

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Adams County BOCES and the Self Insurance Pool (Pool) will adjust and pay claims through a contract Third Party Administrator (“TPA”). Attorney involvement will be limited to those situations where the professional claims adjustor, the district coordinator and the Pool Administrator agree attorney participation is necessary to properly manage or defend the claim. The Pool administrator will collaborate with the member districts and TPA to ensure that litigation defense has expertise in the area of insurance defense.

The Board shall adopt procedures to cost-effectively involve attorneys. The procedure will delineate responsibilities of the member districts and the BOCES. The procedures will specify actions required to engage legal council and payment responsibilities of associated costs and fees.