

NFL

CONCUSSION SETTLEMENT

IN RE: NATIONAL FOOTBALL LEAGUE PLAYERS' CONCUSSION INJURY LITIGATION
No. 2:12-md-02323 (E.D. Pa.)

INSTRUCTIONS FOR REPRESENTATIVE CLAIMANTS ON COMPLETING THE CENTRALIZED PROCESS FORMS

TABLE OF CONTENTS

	TITLE	PAGE
1.	General Instructions	3
2.	Petition for Appointment of Representative Claimant	3
3.	Proposed Representative Claimant Declaration	4
	(a) Proposed Representative Claimant Declaration for a Deceased Retired NFL Football Player	5
	(b) Proposed Representative Claimant Declaration for a Legally Incapacitated or Incompetent Retired NFL Football Player	6
4.	How to Submit These Forms	7
5.	How to Ask Questions about These Forms	7
6.	Defined Terms	8

1. GENERAL INSTRUCTIONS

These instructions take you, a potential representative of a deceased, legally incapacitated or incompetent Retired NFL Football Player, step-by-step through how to fill out the Petition for Appointment of Representative Claimant and a Proposed Representative Claimant Declaration. If you are represented by a lawyer, your lawyer may sign the Petition for you, but you must sign the Declaration. Talk to your lawyer about your responses and the certifications before completing the form.

The capitalized terms used in the Petition and Declaration are defined in a glossary section at the end of these instructions. Some of the definitions are also in the Settlement Agreement, which you can view on the Settlement Website, www.nflconcussionsettlement.com.

You must submit these documents to us:

1. A complete Petition for Appointment of Representative Claimant;
2. A complete Proposed Representative Claimant Declaration;
3. A medical record or other document showing that the Retired NFL Football Player is deceased, legally incapacitated or incompetent; and
4. The document(s) you listed in the Proposed Representative Claimant Declaration to support your authority to act on behalf of the Retired NFL Football Player.

The Petition and Declaration are available on the Forms page of the Settlement Website (<https://nflconcussionsettlement.com/Forms.aspx>) as a fillable PDF file, so that you may save it to your computer and type in your answers. If you choose to print and fill out these forms by hand, handwrite each answer legibly and completely. The Forms page of the Settlement Website also has a list of example documents that may support your authority to act on behalf of a deceased, legally incapacitated or incompetent Retired NFL Football Player.

Please note that if you previously submitted a “durable” or “springing” Power of Attorney as evidence of your authority to register as the representative of a legally incapacitated or incompetent Retired NFL Football Player, you do not have to complete the Centralized Process Forms to establish your authority to register. Rather, you should contact the Claims Administrator to confirm that the “durable” or “springing” POA was received and that your registration is now complete. This does NOT apply to those seeking to register as the representative of a deceased Retired NFL Football Player.

2. PETITION FOR APPOINTMENT OF REPRESENTATIVE CLAIMANT

Each proposed Representative Claimant must submit a Petition for Appointment of Representative Claimant. If you are represented by a lawyer, the lawyer may sign this form for you. If you are not represented by a lawyer, you must sign this form yourself.

	Question in Form	How to Fill This Out
1.	Name of proposed Representative Claimant	Enter the full name of the proposed Representative Claimant in the first fillable text box on the first page
2.	Name of Retired NFL Football Player	Enter the full name of the Retired NFL Football Player in the second fillable text box.

3.	Reason for Representative	If the Retired NFL Football Player is deceased, select “deceased” from the dropdown menu in the third field. If the Retired NFL Football Player is legally incapacitated or incompetent, select “legally incapacitated or incompetent.” If you complete the form by hand, write in the correct choice.
4.	Estate and Beneficiaries	If the Retired NFL Football Player is deceased, select “and his estate, heirs, and beneficiaries” from the dropdown menu in the fourth field or write this in by hand. If the Retired NFL Football Player is legally incapacitated or incompetent, leave this field blank.
5.	Name of Person Signing	If you are a lawyer representing the proposed Representative Claimant, enter your full name in the first fillable text box under the signature line. If you are proposed Representative Claimant and do not have a lawyer, type your full name in the first fillable text box.
6.	Lawyer For	If you are a lawyer representing the proposed Representative Claimant, enter “Lawyer for” and the full name of the proposed Representative Claimant in the second fillable text box. If you are the proposed Representative Claimant and do not have a lawyer, leave this field blank.
7.	Law Firm	If you are a lawyer representing the proposed Representative Claimant, enter the name of your Law Firm in the third fillable text box. If you are the proposed Representative Claimant and do not have a lawyer, leave this field blank.
8.	Street Address	Enter the street address of the person signing the Petition (the name you typed in step 5) in the fourth fillable text box.
9.	City, State, Zip Code	Enter the city, state and zip code of the person signing the Petition in the fifth fillable text box.
10.	Phone Number	Enter the phone number of the person signing the Petition in the sixth fillable text box.
12.	By	Print the form and then the proposed Representative Claimant or lawyer must sign his or her full name on the “By” line above his or her printed name.
13.	Date	Write the date on which you signed the Declaration or, before printing, enter the date that you will sign the Declaration using this format: MM/DD/YYYY.

3. PROPOSED REPRESENTATIVE CLAIMANT DECLARATION

Each proposed Representative Claimant must complete a Proposed Representative Claimant Declaration in support of his or her Petition for Appointment of Representative Claimant. There are separate versions of this form for Deceased Retired NFL Football Players and Legally Incapacitated or Incompetent Retired NFL Football Players. If the Retired NFL Football Player is deceased, follow the instructions in Section 3(a). If the Retired NFL Football Player is legally incapacitated or incompetent, follow the instructions in Section 3(b).

**(a) PROPOSED REPRESENTATIVE CLAIMANT DECLARATION
FOR A DECEASED RETIRED NFL FOOTBALL PLAYER**

	Question in Form	How to Fill This Out
Section I. Player Information		
1.	Name	Enter the first name, middle initial, last name and suffix (if applicable) of the Retired NFL Football Player.
2.	Settlement Program ID	Enter the nine-digit Settlement Program ID. You can find it in Section I of the Notice of Incomplete Registration or in the notice you received confirming submission of your Registration Form. If you do not know your Settlement Program ID, contact the Claims Administrator using one of the methods identified in Section 5 of these Instructions.
3.	Player's Social Security Number	Enter the Retired NFL Football Player's Social Security Number or Taxpayer ID. If not a U.S. Citizen, enter the Foreign ID Number in the second field.
4.	Date of Death	Enter the Retired NFL Football Player's date of death in this format: MM/DD/YYYY.
5.	Player's Residence Address at Time of Death	Enter the street address, city, state and zip code where the Retired NFL Football Player resided when he died.
Section II. Proposed Representative Claimant Information		
6.	Name	Enter the first name, middle initial, last name and suffix (if applicable) of the proposed Representative Claimant.
7.	Proposed Representative Claimant's Social Security Number	Enter the proposed Representative Claimant's Social Security Number or Taxpayer ID. If not a U.S. Citizen, enter the Foreign ID Number in the second field.
8.	Proposed Representative Claimant's Address	Enter the proposed Representative Claimant's current street address, city, state and zip code.
9.	Relationship to Player	Enter the proposed Representative Claimant's relationship to the Retired NFL Football Player. For example, if you are a family member, describe that relationship (e.g., spouse, father, mother, son, daughter).
10.	Basis of Authority to Act for Player	Enter the Representative Claimant's basis of authority to act on behalf of the Retired NFL Football Player. For example, if you were nominated as executor in his will, had power of attorney until he died or are a beneficiary, write a short description saying that.
11.	List All Document(s) Submitted Evidencing the Basis for Your Authority	List all documents that support the basis of authority you described in step 10. You will need to submit a copy of each document you list.
Section III. Proposed Representative Claimant Certification		
<p>Read each certification in this Declaration. By signing and submitting this form, you are agreeing that the information you have provided is true and correct and that you agree to each of the certifications listed in this section.</p>		

Section IV. Proposed Representative Claimant Signature

12.	Signature	Print out the form and then sign your full name on the signature line. The proposed Representative Claimant must sign this form. A lawyer cannot sign on his or her behalf.
13.	Date	Write the date on which you signed the Declaration or, before printing, enter the date that you will sign the Declaration using this format: MM/DD/YYYY.

(b) PROPOSED REPRESENTATIVE CLAIMANT DECLARATION FOR A LEGALLY INCAPACITATED OR INCOMPETENT RETIRED NFL FOOTBALL PLAYER

	Question in Form	How to Fill This Out
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Section I. Player Information

1.	Name	Enter the first name, middle initial, last name and suffix (if applicable) of the Retired NFL Football Player.
2.	Settlement Program ID	Enter the nine-digit Settlement Program ID. You can find it in Section I of the Notice of Incomplete Registration or in the notice you received confirming submission of your Registration Form. If you do not know your Settlement Program ID, contact the Claims Administrator using one of the methods identified in Section 5 of these Instructions.
3.	Player's Social Security Number	Enter the Retired NFL Football Player's Social Security Number or Taxpayer ID. If not a U.S. Citizen, enter the Foreign ID Number in the second field.
4.	Player's Residence Address	Enter the street address, city, state and zip code where the Retired NFL Football Player currently lives.

Section II. Proposed Representative Claimant Information

5.	Name	Enter the first name, middle initial, last name and suffix (if applicable) of the proposed Representative Claimant.
6.	Proposed Representative Claimant's Social Security Number	Enter the proposed Representative Claimant's Social Security Number or Taxpayer ID. If not a U.S. Citizen, enter the Foreign ID Number in the second field.
7.	Proposed Representative Claimant's Address	Enter the proposed Representative Claimant's current street address, city, state and zip code.
8.	Relationship to Player	Enter the proposed Representative Claimant's relationship to the Retired NFL Football Player. For example, if you are a family member, describe that relationship (e.g., spouse, father, mother, son, daughter).
9.	Basis of Authority to Act for Player	Enter the Representative Claimant's basis of authority to act on behalf of the Retired NFL Football Player. For example, if you are the primary caretaker or are nominated to be executor in his will, write a short description saying that.
10.	List All Document(s) Submitted Evidencing the Basis for Your Authority	List all documents that support the basis of authority you described in step 9. You will need to submit a copy of each document you list.

Section III. Proposed Representative Claimant Certification

Carefully review each certification in this Declaration. By signing and submitting this form, you are agreeing that the information you have provided is true and correct and that you will agree to each of the certifications listed in this section.

Section IV. Proposed Representative Claimant Signature

11.	Signature	Print out the form and then sign your full name on the signature line. The proposed Representative Claimant must sign this form. A lawyer cannot sign on his or her behalf.
12.	Date	Write the date on which you signed the Declaration or, before printing, enter the date that you will sign the Declaration using this format: MM/DD/YYYY.

4. HOW TO SUBMIT THESE FORMS

After completing the Petition for Appointment of Representative Claimant and the Proposed Representative Claimant Declaration, scan the signed copies and upload them to your NFL Concussion Settlement Portal. If you do not have access to a scanner or do not use the NFL Concussion Settlement Portal, you may submit the signed forms using one of the methods below. Before we can send your materials to the Court, or its designee, for review, you must also submit: (1) a medical record or other document showing that the Retired NFL Football Player is deceased, legally incapacitated or incompetent; and (2) the document(s) you listed in your Proposed Representative Claimant Declaration to support your authority to act on behalf of the Retired NFL Football Player. Submit these along with your Petition and Declaration.:

By Mail:	NFL Concussion Settlement Claims Administrator P.O. Box 25369 Richmond, VA 23260
By Delivery:	NFL Concussion Settlement c/o BrownGreer PLC 250 Rocketts Way Richmond, VA 23231

5. HOW TO ASK QUESTIONS ABOUT THESE FORMS

If you have any questions about the Petition for Appointment of Representative Claimant, the Proposed Representative Claimant Declaration or the Settlement Program, contact the Claims Administrator using one of these methods, or visit www.nflconcussionsettlement.com to view a list of Frequently Asked Questions.

U.S. Mail	NFL Concussion Settlement Claims Administrator P.O. Box 25369 Richmond, VA 23260
Email	ClaimsAdministrator@NFLConcussionSettlement.com
Toll-Free Telephone Number	1-855-887-3485
Law Firm Contacts	If you are an attorney, call or email your law firm contact directly.

6. DEFINED TERMS

1.	BAP Administrator means Garretson Resolution Group, Inc., which was agreed to and jointly recommended by Co-Lead Class Counsel and Counsel for the NFL Parties, and appointed by the Court, to perform the responsibilities assigned to the BAP Administrator under the Settlement Agreement, including, without limitation, as set forth in Article V of the Settlement Agreement.
2.	Claim Package means the Claim Form and other documentation, as set forth in Section 8.2(a) of the Settlement Agreement.
3.	Claims Administrator means BrownGreer PLC, which was agreed to and jointly recommended by Co-Lead Class Counsel and Counsel for the NFL Parties, and appointed by the Court, to perform the responsibilities assigned to the Claims Administrator under the Settlement Agreement, including, without limitation, as set forth in Section 10.2 of the Settlement Agreement.
4.	Class Counsel means the counsel who are so designated and who are signatories to the Settlement Agreement, namely, Co-Lead Class Counsel, Christopher A. Seeger and Sol Weiss, Subclass Counsel, Arnold Levin and Dianne M. Nast, and Steven C. Marks of Podhurst Orseck, P.A. and Gene Locks of Locks Law Firm, and, upon appointment, such other counsel as the Court may appoint to represent the Settlement Class.
5.	Co-Lead Class Counsel means the counsel who are so designated and who are signatories to the Settlement Agreement, namely, Christopher A. Seeger of Seeger Weiss LLP and Sol Weiss of Anapol Schwartz, and, upon appointment, such other counsel as the Court may appoint to represent the Settlement Class in a lead role.
6.	Lien Resolution Administrator means Garretson Resolution Group, Inc., which was agreed to and jointly recommended by Co-Lead Class Counsel and Counsel for the NFL Parties, and appointed by the Court, to perform the responsibilities assigned to the Lien Resolution Administrator under the Settlement Agreement, including, without limitation, as set forth in Article XI of the Settlement Agreement.
7.	Monetary Award means the payment of money from the Monetary Award Fund to a Settlement Class Member, other than a Derivative Claimant, as set forth in ARTICLE VI of the Settlement Agreement. The term “Monetary Award” shall also include “Supplemental Monetary Award” with respect to the claims process set forth in the Settlement Agreement, including, without limitation, relating to submission and approval of claims, calculation and distribution of awards, and appeals.
8.	NFL Football means the sport of professional football as played in the NFL, the American Football League, the World League of American Football, the NFL Europe League, and the NFL Europa League. NFL Football excludes football played by all other past, present or future professional football leagues, including, without limitation, the All-American Football Conference.
9.	NFL Parties mean the National Football League and NFL Properties LLC.

10.	<p>Released Parties, for purposes of the Released Claims, mean (i) the NFL Parties (including all persons, entities, subsidiaries, divisions, and business units composed thereby), together with (ii) each of the Member Clubs, (iii) each of the NFL Parties' and Member Clubs' respective past, present, and future agents, directors, officers, employees, independent contractors, general or limited partners, members, joint venturers, shareholders, attorneys, trustees, insurers (solely in their capacities as liability insurers of those persons or entities referred to in subparagraphs (i) and (ii) above and/or arising out of their relationship as liability insurers to such persons or entities), predecessors, successors, indemnitees, and assigns, and their past, present, and future spouses, heirs, beneficiaries, estates, executors, administrators, and personal representatives, including, without limitation, all past and present physicians who have been employed or retained by any Member Club and members of all past and present NFL Medical Committees; and (iv) any natural, legal, or juridical person or entity acting on behalf of or having liability in respect of the NFL Parties or the Member Clubs, in their respective capacities as such; and, as to (i) and (ii) above, each of their respective Affiliates, including their Affiliates' officers, directors, shareholders, employees, and agents. For the avoidance of any doubt, Riddell is not a Released Party.</p>
11.	<p>Representative Claimants mean authorized representatives, ordered by a court or other official of competent jurisdiction under applicable state law, of deceased or legally incapacitated or incompetent Retired NFL Football Players.</p>
12.	<p>Retired NFL Football Players mean all NFL Football players who, prior to the July 7, 2014 date of the Preliminary Approval and Class Certification Order, retired, formally or informally, from playing professional football with the NFL or any Member Club, including American Football League, World League of American Football, NFL Europe League and NFL Europa League players, or were formerly on any roster, including preseason, regular season, or postseason, of any such Member Club or league and who no longer are under contract to a Member Club and are not seeking active employment as players with any Member Club, whether signed to a roster or signed to any practice squad, developmental squad, or taxi squad of a Member Club.</p>
13.	<p>Settlement Class Member means each Retired NFL Football Player, Representative Claimant and/or Derivative Claimant in the Settlement Class; provided, however, that the term Settlement Class Member as used herein with respect to any right or obligation after the April 22, 2015 Final Approval Date does not include any Opt Outs.</p>
14.	<p>Supplemental Monetary Award means the supplemental payment of monies from the Monetary Award Fund to a Settlement Class Member, as set forth in Section 6.8 of the Settlement Agreement.</p>