



I. Reporting Requirements

Unless otherwise directed, counsel will be expected to provide a written report at the outset of each matter and at a minimum, quarterly thereafter. The appropriate Ironshore Claims representative will be kept informed of all significant events, and further written reporting may be required upon Ironshore Claims' request. Reports will be provided to Ironshore Claims and the subject Insured.

1. Acknowledgment

Upon receipt of a new case, counsel should send an acknowledgment letter regarding receipt of the file and designating the legal team assigned to the case. Any matters of immediate concern or information that may result in early resolution of the case should be addressed in the acknowledgment letter.

2. Initial Report and Budget

Within 60 days after receipt of the assignment, counsel should send an Initial Case Evaluation Report (see **"Ironshore Defense Counsel Case Evaluation Report & Budget"**) with the following information:

- a. A summary of the allegations in the complaint, the factual basis for the litigation, a summary of the information developed during the preliminary investigation and the preliminary evaluation of liability and damages.
- b. A litigation plan providing:
 1. A description of each significant activity counsel proposes to initiate (e.g., investigation, motion, discovery, legal research)
 2. A description of any discovery activity or motion activity that has been or is likely to be initiated by the parties
 3. A budget estimating the fees and expenses that will likely be incurred in connection with the above.
- c. A discussion of the potential for early disposition of the case by settlement and recommendations with respect to arbitration, mediation or direct settlement negotiations.

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Ironshore Claims
Reporting Protocols for Defense Counsel
Effective 1/1/18



- d. A discussion of the potential success of dispositive motions prior to or after the commencement of discovery and, if applicable to the circumstances, an indication of when a motion to dismiss or for summary judgment might be appropriate.
- e. An estimate of the probable trial date.

Time spent drafting and preparing the Initial Report and Budget should not exceed five (5) hours.

3. Quarterly Reports

Legal counsel will provide an update to the initial report at intervals no greater than 90 days. Quarterly reports will provide a detailed description of the current disposition of the case and, if applicable:

- a. Summaries of depositions or other discovery garnered during the reporting period.
- b. An updated discussion of settlement options.
- c. An updated evaluation of the client's liability and damages.
- d. An updated litigation plan and budget, if needed.

Time spent drafting and preparing the Quarterly Report should not exceed two (2) hours.

4. Supplemental Significant Development Reports

Legal counsel should communicate and apprise Ironshore Claims of significant developments as soon as practical, but not more than 30 days later.

5. Trial Reports

If it is anticipated the case will proceed to trial, 60 days before the scheduled trial date counsel will submit a detailed report describing the issues that will be tried and estimating the fees and costs that will likely be incurred through trial and, if applicable, any post-trial activity.

A detailed post-trial report should be completed within 15 days of the trial's conclusion.

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6. Documentation

Unless specifically requested, counsel need not provide copies of routine internal research memoranda, insignificant discovery materials or deposition transcripts. Counsel will, however, provide copies of all pleadings and amended pleadings filed by or against the party that he or she is defending. Counsel will also send to Ironshore Claims copies of all executed releases, final judgments and/or dismissal orders. Counsel will consult with the appropriate Ironshore Claims representative on the appropriate means of communication, whether by email, fax or regular mail to avoid duplication.

Counsel will comply with all reasonable requests for information and documents, provided, however, that any documents or information that are privileged or intended by the Insured to be confidential shall not be disclosed absent consent from the Insured.

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