

From: [Communications, VCF \(CIV\)](#)
To: [Communications, VCF \(CIV\)](#)
Subject: VCF Client Authorization Form Update
Date: Tuesday, October 22, 2024 4:46:37 PM
Attachments: [image001.png](#)

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Good afternoon,

The VCF has recently identified several Client Authorization Forms for which the Law Firm Attestation (Section IV of the form) was signed and dated **before** the date the claimant signed Section III of the form.

Section IV of the form includes the following language to which the law firm representative is attesting when signing the form:

- I am in receipt of the original version of this form, including an original victim signature or an original Personal Representative signature, as applicable.
- I understand that I must retain the original fully executed version of the form in the event the VCF requests to see it at any time, including after payment has been disbursed.
- I have reviewed and confirmed the accuracy of all information contained in this form and have confirmed that it matches to the information reflected in the online claim system for this claim.

It is not possible to attest to the language in the first and third bullets if the form has not yet been signed by the claimant. Effective today, the VCF will not consider as sufficient any Client Authorization for which the law firm signed the form on or after **October 22, 2024** if it pre-dates the claimant's execution of the document.

To mitigate preventable delays in claims processing, please ensure that your firm's representative signs and attests to the language in the Client Authorization only after the claimant has signed and dated the document.

Thank you.

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