



## Spring 2024

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## Start a New (Plan) Year Tradition

### Use All of Your \$2,500 Legal Services Plan Benefit!

Fireworks and a kiss at midnight may be enough to ring out the old year on December 31, but as an ASEA member, you have the opportunity to do something more meaningful at the end of the ASEA Legal Services Plan Year on June 30: Use every cent of your \$2,500 annual benefit before it expires.

That money is on the table for you to use, and because there is no deductible, you don't need to worry about any upfront, out-of-pocket expense. You also don't need to worry if the legal service you need isn't completed before June 30. You and your attorney have until August 31 to submit invoices for legal service costs incurred as of June 30. Then, you have another \$2,500 waiting for you in the 2024/25 Plan Year, which starts on July 1.

### What types of legal matters are covered?

If you aren't sure how a lawyer could be useful, Part E of the **Plan Book** lists the covered services and exclusions. For example, you may use your benefit when you:

- Buy a new personal residence or are involved in a mortgage foreclosure.
- Plan to adopt a child or are involved in a paternity action.
- Want to change your name.
- Are being audited by the IRS.
- Have a dispute with your landlord.
- Are involved in a civil lawsuit (some exceptions apply).
- Need to have a will or trust written or updated.
- Have been named as a beneficiary in someone else's will.

### Who can use my benefit?

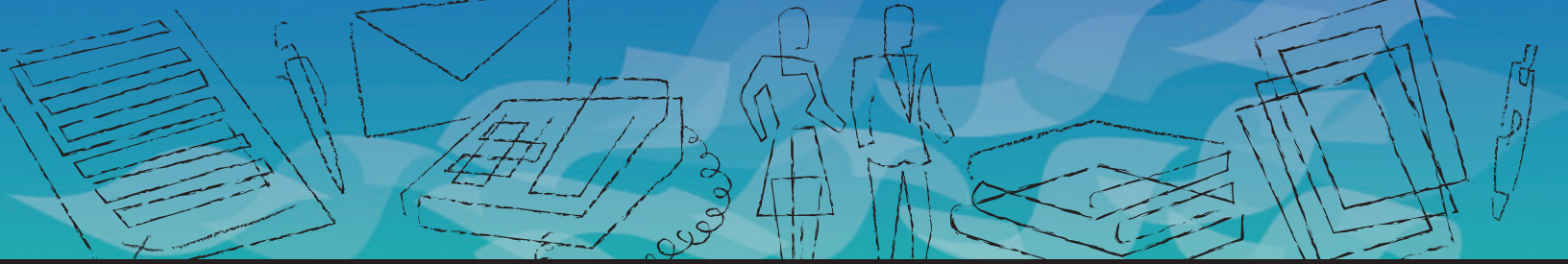
Don't forget...others in your household may also qualify to use your ASEA Legal Services Trust benefits. This includes your spouse and any minor children (age 18 or younger) who depend on you for at least half of their support. That means that if your spouse needs to negotiate a payment plan for his or her student loan or if your child who has a part-time job needs advice about protections for minors in the workplace—they can use your Legal Services Plan benefits.

### Which services and expenses are covered?

A complete list of the activities and expenses your attorney can bill the Plan for is found in Part E, Section 6 of the **Plan Book**. They range from meetings, mediations and court appearances to documentation preparation and certain out-of-pocket expenses.

You also may submit a claim for any filing fees that you pay yourself directly to the court system.





## START A NEW (PLAN) YEAR TRADITION

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Just be sure that all invoices are submitted to the Administrative Office by no later than August 31, 2024, so they are counted against your \$2,500 2023/24 Plan Year benefit.

Remember these dates so you don't start a new Plan Year by leaving money on the table:

- June 30, 2024: end of 2023/24 Plan Year
- July 1, 2024: start of 2024/25 Plan Year
- August 31: date invoices are due to count against your \$2,500 2023/24 benefit

## FAQ

**My spouse and her ex are in a custody dispute. Can she use my ASEA Legal Services Plan benefits to pay the attorney representing her?**

Yes. Your spouse and any minor children (age 18 or younger who depend on you for at least half of their support), may use your ASEA Legal Services benefits for a qualifying legal matter. See the **Plan Book** for details on which legal services are covered.

## A Checklist for Using Your Benefit

All of the details on how to use your benefits are on the ASEA Legal Services Plan website ([asealegal-services.org](http://asealegal-services.org)), along with a link for the **Benefits Claim Form**, but here is a quick recap:

**1** Confirm Your Eligibility and Your Coverage: Call the Administrative Office at 866.678.8674 to verify your eligibility and check the **Plan Book** to make sure the legal matter is covered.

**2** Select an Attorney: Check the **list of participating attorneys** who have agreed to limit their fees to the rate our Plan will pay. They are listed by location and specialty.

**3** Print a Claim Form: Use the button on the **webpage** or **click here** to print the form. Complete the top part of the form and bring it with you when you meet with your lawyer. Both you and the attorney need to sign the

form, then submit it to the Administrative Office, along with the attorney's invoice.

**4** Submit additional invoices no later than August 31.

Don't hesitate to get in touch with the Administrative Office with any questions or concerns:

Phone:  
866.678.8647

Email:  
[asealegal-eligibility@LTSalaska.com](mailto:asealegal-eligibility@LTSalaska.com)

Mailing Address:  
PO Box 93870  
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Office Location:  
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Anchorage, AK 9950

The quickest and simplest way to start using your ASEA Legal Services Trust benefits is to visit our **updated website**. You'll find everything from forms and timeliness to coverage and eligibility criteria.



**WARNING: Fraud, attempted fraud, or improper use of the ASEA Legal Plan will terminate your benefits, and the ASEA Legal Plan will not pay accrued charges.**

This document is merely a summary. Please refer to the **ASEA Legal Plan Book** for more details: In the event of a difference between this summary and the Plan Book, the Plan Book prevails, except as it relates to any Summary of Material Modifications enacted after the effective date of the last Plan Book update. Any Plan changes noted in this Newsletter constitute a Summary of Material Modification and amend the Plan accordingly. Please contact us if you need another Plan Book. This summary does not constitute legal advice. If you have legal questions please consult an attorney.

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