**SEX ABUSE MOLESTATION (SAM) RESERVE CHECKLIST**

**Claims Adjuster:**

**Claim Number:**

**Name of Member District:**

**Breakdown of Pending Claims:**

* + Litigation or Pre-litigation
  + Represented v. Unrepresented

**Summary of the Claimant, including:**

* + Name of claimant
  + Age of Claimant at the time of the abuse, and at the time of the Claim
  + Name of Claimant’s attorney, if any
  + School Claimant was enrolled in at time of abuse
  + Section 504 student, and if so, what accommodations were being provided
  + If special education student, IEP information

**Summaries of the Claim, including:**

* + Notice of Claim, if filed
  + Complaint for Damages and Case Schedule
  + Evaluation of Claim by counsel, including assessment of credibility of Claimant, damages and liability assessment
  + Summary of the status of mediation, including any settlement demands or settlement offers made
  + Summary of any retaliation claims

**All Investigative Reports, including:**

* + Internal investigative reports
  + Police reports

**Description of alleged abuse, including:**

* + Type of abuse (i.e. fondling)
  + Frequency of abuse
  + Age of Claimant at time of abuse
  + Name of alleged abuser, and relationship to the Claimant (i.e. teacher, fellow student)
  + Location of the abuse (if off campus, was the event school sanctioned)
  + Did Claimant disclose that the abuse was occurring while it was happening, and if so, what investigation occurred

**Description of alleged damages, including any indications of:**

* + Social self-isolation
  + Difficulty in establishing relationships
  + Academic downturn
  + Sexual acting out
  + Sexual orientation issues
  + Drug/alcohol use
  + Mental health issues including depression, anxiety, PTSD, OCD, suicidal ideations
  + Issues with authority, including criminal activity
  + Whether Claimant had family support, school support and early therapeutic intervention once the abuse became known
  + Other causes of damages, including other abuse and other injuries or life stressors

**All Relevant Records re Claimant, including:**

* + Education records, including grades and attendance
  + Special education file (if applicable)
  + Mental health records
  + Medical records
  + Police records

**Description of liability factors, including:**

* + Background regarding any prior knowledge of misconduct by the alleged abuser
  + Background on training re professional boundaries and identifying signs of abuse in children
  + Steps the school took to protect the Claimant from retaliation
  + Whether the school promptly informed parents
  + Whether the school informed CPS and/or law enforcement