**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