

**NFL**

**CONCUSSION SETTLEMENT**

*IN RE: NATIONAL FOOTBALL LEAGUE PLAYERS' CONCUSSION INJURY LITIGATION*  
No. 2:12-md-02323 (E.D. Pa.)

**INSTRUCTIONS FOR DERIVATIVE  
CLAIMANT REPRESENTATIVES ON  
COMPLETING THE CENTRALIZED  
PROCESS FORMS**

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## 1. GENERAL INSTRUCTIONS

These instructions take you, a potential representative of a minor or legally incapacitated or incompetent Derivative Claimant, step-by-step through how to fill out the Petition for Appointment of Derivative Claimant Representative and a Proposed Derivative Claimant Representative Declaration. If you are represented by a lawyer, your lawyer may sign the Petition for you, but you must sign the Declaration. Talk to your lawyer about your responses and the certifications before completing the form.

The capitalized terms used in the Petition and Declaration are defined in a glossary section at the end of these instructions. Some of the definitions are also in the Settlement Agreement, which you can view on the Settlement Website, [www.nflconcussionsettlement.com](http://www.nflconcussionsettlement.com).

### You must submit these documents to us:

1. A complete Petition for Appointment of Derivative Claimant Representative;
2. A complete Proposed Derivative Claimant Representative Declaration;
3. A medical record or other document showing that the Derivative Claimant is a minor, legally incapacitated or incompetent; and
4. The document(s) you listed in the Proposed Derivative Claimant Representative Declaration to support your authority to act on behalf of the Derivative Claimant.

The Petition and Declaration are available on the Forms page of the Settlement Website (<https://nflconcussionsettlement.com/Forms.aspx>) as a fillable PDF file, so that you may save it to your computer and type in your answers. If you choose to print and fill out these forms by hand, handwrite each answer legibly and completely. The Forms page of the Settlement Website also has a list of example documents that may support your authority to act on behalf of a minor, legally incapacitated or incompetent Derivative Claimant.

**Please note that if you previously submitted a “durable” or “springing” Power of Attorney as evidence of your authority to register as the representative of a legally incapacitated or incompetent Derivative Claimant, you do not have to complete the Centralized Process Forms to establish your authority to register. Rather, you should contact the Claims Administrator to confirm that the “durable” or “springing” POA was received and that your registration is now complete.**

## 2. PETITION FOR APPOINTMENT OF REPRESENTATIVE CLAIMANT

Each proposed Derivative Claimant Representative must submit a Petition for Appointment of Derivative Claimant Representative. If you are represented by a lawyer, the lawyer may sign this form for you. If you are not represented by a lawyer, you must sign this form yourself.

	Question in Form	How to Fill This Out
1.	Name of proposed Derivative Claimant Representative	Enter the full name of the proposed Derivative Claimant Representative in the first fillable text box on the first page.
2.	Name of Derivative Claimant	Enter the full name of the Derivative Claimant in the second fillable text box.

3.	Reason for Representative	If the Derivative Claimant is a minor, select “minor” from the dropdown menu in the third field. If the Derivative Claimant is legally incapacitated or incompetent, select “legally incapacitated or incompetent.” If you are filling out the form by hand, write in the correct choice.
4.	Name of Retired NFL Football Player	Enter the first name, middle initial, last name and suffix (if applicable) of the Retired NFL Football Player to whom the Derivative Claimant’s claim relates.
5.	Name of Person Signing	If you are a lawyer representing the proposed Derivative Claimant Representative, enter your full name in the first fillable text box under the signature line. If you are the proposed Derivative Claimant Representative and do not have a lawyer, enter your full name in the first fillable text box.
6.	Lawyer For	If you are a lawyer representing the proposed Derivative Claimant Representative, enter “Lawyer for” and the full name of the proposed Derivative Claimant Representative in the second fillable text box. If you are the proposed Derivative Claimant Representative and do not have a lawyer, leave this field blank.
7.	Law Firm	If you are a lawyer representing the proposed Derivative Claimant Representative, enter the name of your Law Firm in the third fillable text box. If you are the proposed Derivative Claimant Representative and do not have a lawyer, leave this field blank.
8.	Street Address	Enter the street address of the person signing the Petition (the name you entered in step 5) in the fourth fillable text box.
9.	City, State, Zip Code	Enter the city, state and zip code of the person signing the Petition in the fifth fillable text box.
10.	Phone Number	Enter the phone number of the person signing the Petition in the sixth fillable text box.
11.	By	Print the form and then the proposed Derivative Claimant Representative or lawyer must sign his or her full name on the “By” line above his or her printed name.
12.	Date	Write the date on which you signed the Declaration or, before printing, enter the date that you will sign the Declaration using this format: MM/DD/YYYY.

**3. PROPOSED DERIVATIVE CLAIMANT REPRESENTATIVE DECLARATION**

Each proposed Derivative Claimant Representative must complete a Proposed Derivative Claimant Representative Declaration in support of his or her Petition for Appointment of Derivative Claimant Representative. There are separate versions of this form for Minor Derivative Claimants and Legally Incapacitated or Incompetent Derivative Claimants. If the Derivative Claimant is a minor, follow the instructions in Section 3(a). If the Derivative Claimant is legally incapacitated or incompetent, follow the instructions in Section 3(b).

**(a) PROPOSED DERIVATIVE CLAIMANT REPRESENTATIVE DECLARATION FOR MINOR DERIVATIVE CLAIMANT**

	<b>Question in Form</b>	<b>How to Fill This Out</b>
<b>Section I. Player Information</b>		
1.	Name	Enter the first name, middle initial, last name and suffix (if applicable) of the Retired NFL Football Player to whom the Derivative Claimant's claim relates.
2.	Settlement Program ID	Enter the Retired NFL Football Player's nine-digit Settlement Program ID. If you do not know the Settlement Program ID, contact the Claims Administrator using one of the methods identified in Section 5 of these Instructions.
3.	Player's Social Security Number	Enter the Retired NFL Player's Social Security Number or Taxpayer ID. If not a U.S. Citizen, enter the Foreign ID Number in the second field.
4.	Player's Residence Address	Enter the street address, city, state and zip code where the Retired NFL Football Player currently lives.
<b>Section II. Derivative Claimant Information</b>		
5.	Name	Enter the first name, middle initial, last name and suffix (if applicable) of the Derivative Claimant.
6.	Settlement Program ID	Enter the Derivative Claimant's nine-digit Settlement Program ID. You can find it in Section I of the Notice of Registration Determination. If you do not know your Settlement Program ID, contact the Claims Administrator using one of the methods identified in Section 5 of these Instructions.
7.	Date of Birth	Enter the Derivative Claimant's date of birth.
8.	Derivative Claimant's Social Security Number	Enter the Derivative Claimant's Social Security Number or Taxpayer ID. If not a U.S. Citizen, enter the Foreign ID Number in the second field.
9.	Derivative Claimant's Address	Enter the street address, city, state and zip code where the Derivative Claimant currently lives.
10.	Relationship to Player	Enter the Derivative Claimant's relationship to the Retired NFL Football Player. For example, if you are a family member, describe that relationship (e.g., spouse, father, mother, son, daughter). This is the same relationship indicated on the Derivative Claim Form.
<b>Section III. Proposed Derivative Claimant Representative Information</b>		
11.	Name	Enter the first name, middle initial, last name and suffix (if applicable) of the proposed Derivative Claimant Representative.
12.	Proposed Derivative Claimant Representative's Social Security Number	Enter the proposed Derivative Claimant Representative's Social Security Number or Taxpayer ID. If not a U.S. Citizen, enter the Foreign ID Number in the second field.

13.	Proposed Derivative Claimant Representative's Address	Enter the proposed Derivative Claimant Representative's current street address, city, state and zip code.
14.	Relationship to Derivative Claimant	Enter the proposed Derivative Claimant Representative's relationship to the Derivative Claimant. For example, if you are a family member, describe that relationship (e.g., father, mother, sister, brother).
15.	Basis of Authority to Act for Derivative Claimant	Enter the Derivative Claimant Representative's basis of authority to act on behalf of the Derivative Claimant. For example, if you are a parent or primary caretaker, write a short description saying that.
16.	List All Document(s) Submitted Evidencing the Basis for Your Authority	List each document supporting the basis of authority you described in step 15. You will need to submit a copy of each document you list.

#### Section IV. Proposed Derivative Claimant Representative Certification

Read each certification in this Declaration. By signing and submitting this form, you are agreeing that the information you have provided is true and correct and that you agree to each of the certifications listed in this section.

#### Section V. Proposed Derivative Claimant Representative Signature

17.	Signature	Print out the form and then sign your full name on the signature line. The proposed Derivative Claimant Representative must sign this form. A lawyer cannot sign on his or her behalf.
18.	Date	Write the date on which you signed the Declaration or, before printing, enter the date that you will sign the Declaration using this format: MM/DD/YYYY.

#### (b) PROPOSED DERIVATIVE CLAIMANT REPRESENTATIVE DECLARATION FOR A LEGALLY INCAPACITATED OR INCOMPETENT DERIVATIVE CLAIMANT

	Question in Form	How to Fill This Out
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#### Section I. Player Information

1.	Name	Enter the first name, middle initial, last name and suffix (if applicable) of the Retired NFL Football Player to whom the Derivative Claimant's claim relates.
2.	Settlement Program ID	Enter the Retired NFL Football Player's nine-digit Settlement Program ID. If you do not know the Settlement Program ID, contact the Claims Administrator using one of the methods identified in Section 5 of these Instructions.
3.	Player's Social Security Number	Enter the Retired NFL Player's Social Security Number or Taxpayer ID. If not a U.S. Citizen, enter the Foreign ID Number in the second field.
4.	Player's Residence Address	Enter the street address, city, state and zip code where the Retired NFL Football Player currently lives.

## Section II. Derivative Claimant Information

5.	Name	Enter the first name, middle initial, last name and suffix (if applicable) of the Derivative Claimant.
6.	Settlement Program ID	Enter the Derivative Claimant's nine-digit Settlement Program ID. You can find it in Section I of the Notice of Registration Determination. If you do not know your Settlement Program ID, contact the Claims Administrator using one of the methods identified in Section 5 of these Instructions.
7.	Derivative Claimant's Social Security Number	Enter the Derivative Claimant's Social Security Number or Taxpayer ID. If not a U.S. Citizen, enter the Foreign ID Number in the second field.
8.	Derivative Claimant's Address	Enter the street address, city, state and zip code where the Derivative Claimant currently lives.
9.	Relationship to Player	Enter the Derivative Claimant's relationship to the Retired NFL Football Player. For example, if you are a family member, describe that relationship (e.g., spouse, father, mother, son, daughter). This is the same relationship indicated on the Derivative Claim Form.

## Section III. Proposed Derivative Claimant Representative Information

10.	Name	Enter the first name, middle initial, last name and suffix (if applicable) of the proposed Derivative Claimant Representative.
11.	Proposed Derivative Claimant Representative's Social Security Number	Enter the proposed Derivative Claimant Representative's Social Security Number or Taxpayer ID. If not a U.S. Citizen, enter the Foreign ID Number in the second field.
12.	Proposed Derivative Claimant Representative's Address	Enter the proposed Derivative Claimant Representative's current street address, city, state and zip code.
13.	Relationship to Derivative Claimant	Enter the proposed Derivative Claimant Representative's relationship to the Derivative Claimant. For example, if you are a family member, describe that relationship (e.g., spouse, father, mother, son, daughter).
14.	Basis of Authority to Act for Derivative Claimant	Enter the Derivative Claimant Representative's basis of authority to act on behalf of the Derivative Claimant. For example, if you are the primary caretaker or are nominated to be executor in his or her will, write a short description saying that.
15.	List All Document(s) Submitted Evidencing the Basis for Your Authority	List all documents that support the basis of authority you described in step 14. You will need to submit a copy of each document you list.

## Section IV. Proposed Derivative Claimant Representative Certification

Read each certification in this Declaration. By signing and submitting this form, you are agreeing that the information you have provided is true and correct and that you agree to each of the certifications listed in this section.

### Section V. Proposed Derivative Claimant Representative Signature

<b>16.</b>	Signature	Print out the form and then sign your full name on the signature line. The proposed Derivative Claimant Representative must sign this form. A lawyer cannot sign on his or her behalf.
<b>17.</b>	Date	Write the date on which you signed the Declaration or, before printing, enter the date that you will sign the Declaration using this format: MM/DD/YYYY.

### 4. HOW TO SUBMIT THESE FORMS

After completing the Petition for Appointment of Derivative Claimant Representative and the Proposed Derivative Claimant Representative Declaration, scan the signed copies and upload them to your NFL Concussion Settlement Portal. If you do not have access to a scanner or do not use the NFL Concussion Settlement Portal, you may submit the forms using one of the methods below. Before we can send your materials to the Court, or its designee, for review, you must also submit: (1) a medical record or other document showing that the Derivative Claimant is a minor, legally incapacitated or incompetent; and (2) the document(s) you listed in your Proposed Derivative Claimant Representative Declaration to support your authority to act on behalf of the Derivative Claimant. Submit these along with your Petition and Declaration.

<b>By Mail:</b>	NFL Concussion Settlement Claims Administrator P.O. Box 25369 Richmond, VA 23260
<b>By Delivery:</b>	NFL Concussion Settlement c/o BrownGreer PLC 250 Rocketts Way Richmond, VA 23231

### 5. HOW TO ASK QUESTIONS ABOUT THESE FORMS

If you have any questions about the Petition for Appointment of Derivative Claimant Representative, the Proposed Derivative Claimant Representative Declaration or the Settlement Program, contact the Claims Administrator using one of these methods, or visit [www.nflconcussionsettlement.com](http://www.nflconcussionsettlement.com) to view a list of Frequently Asked Questions.

<b>U.S. Mail</b>	NFL Concussion Settlement Claims Administrator P.O. Box 25369 Richmond, VA 23260
<b>Email</b>	ClaimsAdministrator@NFLConcussionSettlement.com
<b>Toll-Free Telephone Number</b>	1-855-887-3485
<b>Law Firm Contacts</b>	If you are a lawyer, call or email your law firm contact directly.



## 6. DEFINED TERMS

1.	<b>BAP Administrator</b> means Garretson Resolution Group, Inc., which was agreed to and jointly recommended by Class Counsel and Counsel for the NFL Parties, and appointed by the Court, to perform the responsibilities assigned to the BAP Administrator under the Settlement Agreement, including, without limitation, as set forth in Article V of the Settlement Agreement.
2.	<b>Claims Administrator</b> means BrownGreer PLC, which was agreed to and jointly recommended by Class Counsel and Counsel for the NFL Parties, and appointed by the Court, to perform the responsibilities assigned to the Claims Administrator under the Settlement Agreement, including, without limitation, as set forth in Section 10.2 of the Settlement Agreement.
3.	<b>Class Counsel</b> means Christopher A. Seeger, as appointed in the Court's 5/24/19 Order (ECF No. 10624), and, upon appointment, any such other counsel as the Court may appoint to represent the Settlement Class.
4.	<b>Derivative Claim Package</b> means the Derivative Claim Form and other documentation, as set forth in Section 8.2(b) of the Settlement Agreement.
5.	<b>Derivative Claimants</b> mean spouses, parents, children who are dependents, or any other persons who properly under applicable state law assert the right to sue independently or derivatively by reason of their relationship with a Retired NFL Football Player or deceased Retired NFL Football Player.
6.	<b>Derivative Claimant Award</b> means the payment of money from the Monetary Award of the subject Retired NFL Football Player to a Settlement Class Member who is a Derivative Claimant, as set forth in Article VII of the Settlement Agreement.
7.	<b>Derivative Claimant Representative</b> means an authorized representative, ordered by a court or other official of competent jurisdiction under applicable state law, of a living Derivative Claimant who is a minor, legally incapacitated, or incompetent.
8.	<b>Lien Resolution Administrator</b> means Garretson Resolution Group, Inc., which was agreed to and jointly recommended by Class Counsel and Counsel for the NFL Parties, and appointed by the Court, to perform the responsibilities assigned to the Lien Resolution Administrator under the Settlement Agreement, including, without limitation, as set forth in Article XI of the Settlement Agreement.
9.	<b>NFL Football</b> means the sport of professional football as played in the NFL, the American Football League, the World League of American Football, the NFL Europe League, and the NFL Europa League. NFL Football excludes football played by all other past, present or future professional football leagues, including, without limitation, the All-American Football Conference.

10.	<p><b>Released Parties</b>, for purposes of the Released Claims, mean (i) the NFL Parties (including all persons, entities, subsidiaries, divisions, and business units composed thereby), together with (ii) each of the Member Clubs, (iii) each of the NFL Parties' and Member Clubs' respective past, present, and future agents, directors, officers, employees, independent contractors, general or limited partners, members, joint venturers, shareholders, attorneys, trustees, insurers (solely in their capacities as liability insurers of those persons or entities referred to in subparagraphs (i) and (ii) above and/or arising out of their relationship as liability insurers to such persons or entities), predecessors, successors, indemnitees, and assigns, and their past, present, and future spouses, heirs, beneficiaries, estates, executors, administrators, and personal representatives, including, without limitation, all past and present physicians who have been employed or retained by any Member Club and members of all past and present NFL Medical Committees; and (iv) any natural, legal, or juridical person or entity acting on behalf of or having liability in respect of the NFL Parties or the Member Clubs, in their respective capacities as such; and, as to (i) and (ii) above, each of their respective Affiliates, including their Affiliates' officers, directors, shareholders, employees, and agents. For the avoidance of any doubt, Riddell is not a Released Party.</p>
11.	<p><b>Retired NFL Football Players</b> mean all NFL Football players who, prior to the July 7, 2014 date of the Preliminary Approval and Class Certification Order, retired, formally or informally, from playing professional football with the NFL or any Member Club, including American Football League, World League of American Football, NFL Europe League and NFL Europa League players, or were formerly on any roster, including preseason, regular season, or postseason, of any such Member Club or league and who no longer are under contract to a Member Club and are not seeking active employment as players with any Member Club, whether signed to a roster or signed to any practice squad, developmental squad, or taxi squad of a Member Club.</p>
12.	<p><b>Settlement Class Member</b> means each Retired NFL Football Player, Representative Claimant and/or Derivative Claimant in the Settlement Class; provided, however, that the term Settlement Class Member as used herein with respect to any right or obligation after the April 22, 2015 Final Approval Date does not include any Opt Outs.</p>