

The Insurance Industry Plan



PENLOULEGAL

Common Sense Peace of Mind For The Legal Industry

TO BENEFIT FROM THE SERVICES OF THIS PLAN

STEP 1 - REGISTER

Registration with PenLouLegal affords you the use of our services as needed on a quarterly or annual year-round basis. Once registered, you can begin to send us work assignments to assist you.

STEP 2 – LOG-INTO YOUR PENLOULEGAL DESIGNATED CLIENT PORTAL

Upon your online registration with the registration fee received, an invitation email will be sent to you to access our Client Portal with self-guided instructions and selective forms to complete and start sending us work!

STEP 3 – MONTHLY BILLING

A monthly billing invoice will be generated and uploaded to your Client Portal including an email message attaching the monthly invoice. All payments are due in full within Seven (7) business days from the submitted Invoice date.

THE INSURANCE INDUSTRY PLAN OVERVIEW

This Plan is designed for contract work with insurance companies licensed and conducting business in good standing in the Commonwealth of Massachusetts – that are registered with PenLouLegal, engage and appoint PenLouLegal to serve as Authorized Agent to accept all legal process services on their behalf with respect to newly filed suits against said company(ies) pertaining to its insureds/policyholders; agents, and affiliated parties served and accepted by PenLouLegal at its business office location.

PenLouLegal, as appointed authorized agent is responsible to receive, accept all civil process court filings and immediately submit them to the designated claims contact(s) PenLouLegal is provided with by its registered insurance companies; including all affiliated agents, local counsel representing each individual insurance company PenLouLegal is contracted with and appointed by.

Meticulous recordkeeping of all steps and procedures by PenLouLegal shall consist of well documented recordkeeping to be made available upon request by insurance company(ies) and local representing counsel/firm(s) with respect to all accepted service of suits and supportive pleadings documents filed in court PenLouLegal receive and accept on behalf of its registered and engaged insurance companies and their affiliates.

This Plan is complimented with general advance legal support, management logistics integration methods offered by PenLouLegal. A minimum annual registration and engagement is required. Plan is renewable on an annual basis.



IN-OFFICE WORK HOURS | OFF-SITE WORK HOURS

PENLOULEGAL SUPPORT MEMBERS AVAILABILITY

- Two Hundred (200) Hours Monthly Off-site Work
- Five (5) Hours Monthly General Reporting via Zoom Conference

**Monthly Hours
Provided Under the
Insurance Industry
Plan (IIP)**

METHODS OF PAYMENTS

BY CHECK - MAILING

Payable to: PENLOULEGAL

For all Monthly Flat Fee Questions

Please contact the office directly

Email theoffice@penloulegal.com



617.681.8861

ONLINE PAYMENT VIA CLIENT PORTAL

USING CREDIT CARD VISA / MASTERCARD / AMEX

PENLOULEGAL EIN# 99-0954614

Please note any payment made and returned due to insufficient funds, client will incur an additional \$25 fee.