

# All Claimants May Request Information on Their Claims

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Every claimant may request information regarding the status of their claims. If you are represented by a lawyer or other Authorized Third Party (ATP), you may have your lawyer or other ATP request information or you may request such information yourself. If you choose to work directly with the Claims Office without involvement from your lawyer or other ATP, you will be required to sign a form called *Intent to Proceed Without Participation of Counsel*. You should inform your attorney or other ATP of this direct contact.

## Why am I being asked to sign the *Intent to Proceed Without Participation of Counsel Form*?

The Claims Office wants to ensure that all claimants are aware of their right to obtain information and documentation from the Claims Office regarding their claim. Claimants may do so through their lawyer or other ATP or on their own. *The Intent to Proceed Without Participation of Counsel Form* is used where a claimant represented by a lawyer or ATP wishes to communicate on their own, directly with the Claims Office. The Form provides written confirmation of the following:

- You are confirming that, even though you are represented by a lawyer or other ATP, you would like to discuss all or part of your claim directly with Claims Office personnel.
- You are aware that your lawyer or ATP is acting on your behalf and the Claims Office will work directly with your lawyer or ATP. Even if you have representation, the Claims Office will also work directly with you on all or part of your claim if you want. It is your choice and your choice alone.
- You understand that the Claims Office is not aware of your specific arrangement with your lawyer or ATP; you may work directly with the Claims Office despite owing fees to your lawyer or ATP.



- You acknowledge that the Claims Office recommends that you inform your lawyer or ATP that you will be working directly with the Claims Office while remaining represented.
- You can find the form on our website:  
[fema.gov/sites/default/files/documents/fema\\_hpcc-intent-to-proceed-without-participation-of-counsel.pdf](https://fema.gov/sites/default/files/documents/fema_hpcc-intent-to-proceed-without-participation-of-counsel.pdf)

## **When do I have to sign the form?**

You will only need to sign this form once, when first initiating contact with the Claims Office. You will be required to provide the Claims Office with the name of your lawyer or ATP, and a signed form must be completed to have direct communication between you and the Claims Office.

## **Do I need a lawyer or ATP to file a claim?**

You are permitted to file a claim without a lawyer or ATP. However, you also have the right to have a lawyer or ATP represent you. The decision is yours and yours alone.

For information and updates regarding the Claims Office, please visit the Hermit's Peak/Calf Canyon Claims Office website at [fema.gov/hermits-peak](https://fema.gov/hermits-peak). For information in Spanish, visit [fema.gov/es/hermits-peak](https://fema.gov/es/hermits-peak). You can also follow our Facebook page and turn notifications on to stay up to date about the claims process, upcoming deadlines and other program announcements at [facebook.com/HermitsPeakCalfCanyonClaimsOffice](https://facebook.com/HermitsPeakCalfCanyonClaimsOffice).

