

The Croft Law Office

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www.workcompak.com

Thank you for contacting us. We want to help you receive all of the benefits that you are entitled to. We know you need good advice, quick action and effective representation. Our office handles work related injury cases under the Alaska Workers' Compensation Act. We also handle personal injury cases. For questions, we encourage you to visit our website <http://www.workcompak.com>.

This office only involves itself in claims in which there has been a denial or controversion of benefits. **We do not handle:**

1. Federal workers' compensation;
2. Long Shore and Harbor Workers';
3. Workers Compensation cases where the person wasn't injured in the State of Alaska;
4. Cases where the worker is already represented by legal counsel.

To determine if we can help you, we need to work together. We cannot assist you **until you provide all the necessary information**. We cannot give legal advice.

Your case cannot be reviewed and a determination cannot be made until all the requested information is provided. **Files will be reviewed in 7-10 business days. Files are reviewed in the order that they are received.** We carefully review each intake. An incomplete packet will cause a delay. You will be contacted by our office regarding the missing information and you will be asked to provide it. Due to the large volume of clients and potential clients we have it is our office's policy to not hold incomplete files that are inactive. When we receive the missing information we will need additional time to review it, so it is to your benefit to provide all the requested information in the beginning.

IT IS IMPERATIVE THAT YOU ATTACH COPIES OF:

1. compensation reports;
2. controversion notices;
3. reemployment information;
4. recorded statements;
5. Report of Injury form; and
6. **ALL MEDICALS** even if prior to the date of injury but to the same body part
7. Medicals should specifically include any evaluation set up by the insurer

THESE RECORDS USUALLY CAN BE OBTAINED FROM

1. The Alaska Workers' Compensation Board. You can call Anchorage at 907-269-4980, Fairbanks at 907-451-2889, or Juneau at 907-465-2790;
- OR-**
2. Insurance company file - Generally the information that is in the Board file is also contained in the insurance company file and a copy can sometimes be obtained much quicker by contacting your workers' compensation insurance carrier.
 3. All medical providers you have treated with. The file from the insurance company or the Board may not contain all medicals.

Please do not submit your file in a binder, sheet protectors, or still in envelopes. Please take a moment to remove duplicate paperwork. We cannot accept films as in X-Rays or MRIs, but we do need the paper report.

In a effort to streamline our review process there are four ways that you can get your file to us.

1. Bring it to our office;
2. Mail it to our office at the address above;
3. Fax it to 888-754-8882
4. Scan and email it to intakes@workcompak.com.

IF YOU DECIDE TO FAX OR EMAIL YOUR FILE WE WILL CONFIRM RECEIPT. IF YOU DO NOT HEAR FROM US WITHIN 48 HOURS PLEASE CALL OUR OFFICE.

You can call the Board at 907-269-4980 or visit <http://www.labor.state.ak.us/wc/home.htm> to learn more about your rights and what you may or may not be entitled to.

IMPORTANT

By signing below I certify that:

1. I have read this letter;
2. I understand that at this time The Croft Law Office does not represent me and will take no action on my behalf.
3. I am aware that any timeline / deadline / appointment / prehearing and/or hearing is my responsibility.
4. If The Croft Law Office decides to take my case, an entry of appearance will be filed. Until that time, I have the sole responsibility to meet these deadlines and otherwise manage my case.
5. I understand that I can contact the Alaska Workers' Compensation Board for advice during this time.

DATED this _____ day of _____, 2015.

Signature