|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Note: All Documents specified below must be true attest copies. If Submitted to CTR for payment, transmittal letter may attest attachments as true copies. | **Tort Settlement During Presentment or Before Litigation** | **Tort Settlement After Litigation** | **Tort Judgment**  | **Non-Tort Settlement** | Non-Tort Judgment | **Eminent Domain****(Claims payable by DEPT)** |
| **G.L. c. 258 Presentment Letter** and supporting documentation | YES, if there is no Settlement Agreement | NO | NO | NO | NO | NO |
| **Settlement Agreement** with terms of settlement. Executed by authorized representatives of the parties (may include Release language) | YES, if Presentment letter and documentation are not submitted | YES | NO | YES | NO | NO |
| **Stipulation, Certificate or Agreement for Dismissal** executed by the parties | NO | YES | NO | YES, if settled during litigation | NO | NO |
| **Court Judgment Document** | NO | NO | YES  | NO | YES | YES |
| **Release** signed by Plaintiff/Claimant (Release language may be included in Settlement Agreement) | YES, unless Release language included as part of Settlement Agreement | YES | NO | YES | NO | YES |
| **Non-Tort Settlement/Judgment Payment Authorization Form** (executed by Department CFO and General Counsel) | NO | NO | NO | YES  | YES | NO, these claims payable by Dept. |
| **Tort LMRF Payment Request Form** (generated from Internet website executed by Department CFO and General Counsel. | YES | YES | YES | NO | NO | NO |
| **W-9 for any Claimant**  | YES | YES | YES | YES | YES | YES |
| **W-9 for Claimant’s Attorney** | YESIf atty payee on check | YESIf atty payee on check | YESIf atty payee on check | YESIf atty payee on check | YESIf atty payee on check | YESIf atty payee on check |
| **AGO approval if tort settlement exceeds $2,500** (cover transmittal letter from AGO is sufficient), under M.G.L. c[. 258 s. 5](http://www.mass.gov/legis/laws/mgl/gl-258-toc.htm) | YES | YES | NO | NO | NO | NO |
| **ANF approval if tort settlement exceeds $20,000,** underM.G.L. c. [258, s. 5 and s. 7](http://www.mass.gov/legis/laws/mgl/gl-258-toc.htm) | YES | YES | NO | NO | NO | NO |
| **Superior Court approval if settlement exceeds $20,000,** under M.G.L. c[. 258, s. 7](http://www.mass.gov/legis/laws/mgl/gl-258-toc.htm) | NO | YES | NO | NO | NO | NO |
| **AGO Approval of Settlement and Judgement for non-executive departments**  | NA | NA | NA | YES | YES | NA |
| **A&F Approval of Settlement and Judgement if settlement of litigation is over $250,000 for non-executive departments.**  | NA | NA | NA | YES | YES | NA |