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Office of the Comptroller
City of New York
Department of Claims & Adjudications
1 Centre Street, Room 1200
New York, NY 10007

TO: Christopher
FAX: 212-226-~~2435~~³²²⁴
FROM: Belinda
DATE: 5-18-15
RE: ES Letter

FAX: (212) 669-2240

PHONE: (212) 669-3995

NUMBER OF PAGES INCLUDING THIS COVER SHEET: 4



I. YNELL CANAGATA
DIRECTOR OF LITIGATION

CITY OF NEW YORK
OFFICE OF THE COMPTROLLER
SCOTT M. STRINGER

BUREAU OF LAW AND ADJUSTMENT

May 18, 2015

Law Office of Christopher H. Fitzgerald
233 Broadway, Suite 2348
New York, NY 10279

Claimant: Erica Fermin
Claim No: 2014PI036139

Dear Counsel:

If you would like to have this case considered for possible early settlement by the Police Early Intervention Unit, the following items (as applicable) should be forwarded to the attention of Ms. Belinda Alvarado, NYC Comptroller's Office, 1 Centre Street, Room 1200, New York, NY 10007:

IN ALL CASES COPIES OF THE FOLLOWING ITEMS MUST BE PROVIDED:

1. Notice of Claim.
2. 50-h Transcript.
3. Verified Complaint and Answer.
4. Aided Card, if prepared.
5. UF18-City Involved Accident Report, if prepared.
6. All medical and hospital records, including ambulance call report, first treatment, emergency room record, operative and radiology reports, treating physician(s) reports, physical therapy records, etc.
7. Photographs (duplicates, color or laser copies preferred) of the location and of injuries, if scarring is claimed.
8. Proof of any special damages claimed.
9. Any other item(s) that you believe pertinent to an early resolution of your case.

ALLEGED POLICE MISCONDUCT

1. Any police reports in your possession.
2. Arrest report and photographs.
3. Certified copy of the disposition of any criminal proceedings.
4. Witness statements.
5. Complaint report and any follow-up reports.
6. If reimbursement of legal fees is claimed, copies of any bills incurred.

ALLEGED TRIP AND FALL ON A SIDEWALK OR ROADWAY

1. Most recently dated Big Apple map.
2. Permits, cut forms, contracts, if available.
3. Any other documents that the plaintiff will rely upon to prove prior written notice, if not a Big Apple Map.

MOTOR VEHICLE ACCIDENTS CASES

1. Police Accident Report.
2. MV-104 filed by, or on behalf of, the plaintiff.
3. Agency incident/accident report, if prepared.
4. DMV hearing transcript, if available.
5. Photographs of the vehicle, before and after the accident.
6. Available insurance coverage for the vehicle involved in the accident.
7. Plaintiff's No-Fault records.
8. Repair bills and/or estimates.
9. If the accident involves a traffic light or stop sign, any documentation that the plaintiff will rely upon to prove notice.

ALLEGED PREMISES LIABILITY

1. Copies of any documents that plaintiff will rely on to establish ownership of the premises.
2. Prior complaints.
3. Accident/incident reports.

BOARD OF EDUCATION CASES


1. Accident and/or incident report and attachments, if any.
2. Custodial reports.
3. Teacher(s) statement/report.
4. Witness statements.
5. Copies of any documents filed with or against any governmental agency concerning the incident.

ALLEGED PROPERTY DAMAGE

1. Photographs (duplicates, color or laser copies preferred) depicting the items alleged to have damaged, prior and subsequent to the damage.
2. Original purchase receipts, cancelled checks, and/or charge slips for the items alleged to have been damaged.
3. Appraisals, warranties, etc.
4. Copies of any insurance agreements pertaining to property damage and/or loss.

Please be advised that all of the above materials must be sent to Mrs. Belinda Alvarado, to have your case considered for possible early settlement – **incomplete packages cannot be considered.** Within two or three months after receipt of the above materials, you will be contacted to discuss the case further. Counsel appearing at the conference must have settlement authority and be prepared to establish liability and damages. If you have any questions regarding this procedure, you may contact me at the number listed above.

Very truly yours,

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Lynnell Canagata, Esq.

LC:ba