A pre-populated Client Authorization Form can now be generated from the claims system. This feature is available once Registration has been submitted for a claim.

To generate the form, click on “Downloadable Forms” on the claim summary page. Select “Client Authorization Form” from the dropdown menu.

Claim details for the Victim, Personal Representative (if applicable), and law firm name are automatically populated as the PDF form is generated. All fields in the form are still editable.
Important reminders when using the system-generated Client Authorization Form:

- The form can be generated, completed, printed, signed, and uploaded to the claim similar to what is done today. We strongly encourage you to use the system-generated form for all new Client Authorizations.

- When using the system-generated form, the same instructions and rules apply regarding law firm verification of the accuracy of the data, the requirement for a wet signature, and the need for the firm to maintain a copy of the original document. Instructions for completing the form are included with each form you generate from the system.

- As with the current form, if you identify any information in the claims system that needs to be corrected, those changes should be made before generating and completing the Client Authorization. If you generate the form and identify an error, you should destroy the incorrect version of the form, update the data in the system, and then generate a new form.

- If a claimant changes law firms over the course of a claim, the new law firm will be able to generate a new Client Authorization for the claim. There is no limit to the number of versions that can be generated. Please exercise caution in the generation, saving, and handling of these forms, and follow all guidelines in the VCF Online System Acceptable Use Policy for storage and protection of sensitive information.