

Alert No. 2013 – 1

U.S. ASR Hip Settlement Alert – 12/19/13

How to Submit Complete Registration Materials

1. **Introduction.** The MDL and certain coordinating courts have entered Orders directing attorneys representing ASR Hip Implant Product Users and all *Pro Se* Product Users to submit Registration spreadsheets or *Pro Se* Registration Affidavits (“Registration Materials”) to the Claims Processor for the U.S. ASR Hip Settlement Program. **The deadline to submit Registration Materials is Monday, January 6, 2014.** The Settlement Program’s official website, <https://www.usasrhipsettlement.com>, provides detailed instructions on how to submit these Registration Materials. The Claims Processor is receiving Registration Materials and has encountered several issues that may render your submissions incomplete. We send this Alert to help lawyers acting as Principal Responsible Attorneys and *Pro Se* Product Users avoid these issues so that your Registration Materials will be complete and you will be in full compliance with the Settlement Agreement and the Registration Orders.
2. **How Principal Responsible Attorneys Can Prevent Incomplete Registrations.** Be sure to finish all the steps in the Registration process. In particular, make sure to:
 - (a) **Sign the Certification.** Following the Introduction worksheet, the second worksheet in the Excel Registration workbook is the “Designation and Certification” page. It contains crucial certifications regarding the information submitted. The Principal Responsible Attorney submitting the spreadsheet workbook must sign and date that page for every workbook submitted. If the Designation and Certification page is not signed and dated, the spreadsheet is incomplete. You may sign the Designation and Certification page electronically by entering your name next to the “s”.
 - (b) **Answer All the Relevant Questions.** Answer every Registration question that applies to your client. If you do not answer a relevant question, the Registration Materials for that person are incomplete.
3. **How Pro Se Product Users Can Prevent Incomplete Registrations.** If you are a *Pro Se* Product User, or you are acting as the Legal Representative of a deceased or incapacitated *Pro Se* Product User, be sure to fill out all of the *Pro Se* Registration Affidavit. In particular, make sure to:
 - (a) **Sign the Certification.** Section I of the *Pro Se* Registration Affidavit, “Certification and Signature,” contains an important certification regarding the information in the Affidavit. The *Pro Se* Product User (or Legal Representative of a deceased or incapacitated *Pro Se* Product User) must sign and date Section I. If it is not signed and dated, the Affidavit is incomplete. You may sign the Certification electronically by typing “s/” and then your name, and then upload a PDF copy of the completed Affidavit through the official website. If you elect to submit a printed copy of the Affidavit, you must print a copy of the *Pro Se* Registration Affidavit, personally sign and date the Certification, and mail the

signed Affidavit to the Claims Processor.

(b) Answer All the Relevant Questions. Answer every Registration question that applies to the *Pro Se* Product User. If you do not answer a relevant question, your Registration Materials are incomplete.

(c) Send in All the Pages of the Registration Affidavit. Be sure to return all four pages of the Registration Affidavit. If a page is missing, your Registration Materials are incomplete.

4. *Correcting or Updating Registration Materials.* If you determine that the Registration Materials you previously submitted to the Claims Processor are incomplete for any reason, or need to be corrected in some regard, you must provide updates to complete and correct information on or before the January 6, 2014 Registration Deadline. To do so:

(a) Principal Responsible Attorneys: Re-submit your *entire* Registration workbook to update your submission. *Do not* submit only the corrected parts or parts with additional information. You must sign and date the Designation and Certification worksheet as part of this new workbook.

(b) *Pro Se* Product Users: Re-submit the *entire Pro Se* Registration Affidavit to update your submission. You must sign and date the Section I Certification on your new *Pro Se* Registration Affidavit.

The Claims Processor will treat the last Registration Materials submitted on each Product User as the controlling information for that person.

5. *How to Confirm that the Claims Processor has Received your Registration Materials.* If you submitted your Registration Materials before December 13, 2013, the Claims Processor will contact you to confirm that we have received them. If you submitted your Registration Materials on or after December 13, 2013, you should have received an email acknowledging our receipt of your Registration Materials. If you did not receive an acknowledgement email, call us toll-free at 1(877) 391-3169.

6. *Incomplete Registrations.* You should take all steps described in this Alert and in the instructions on the website to ensure that the Registration Materials you submit are complete. If the Claims Processor determines upon review that the Registration Materials you submitted are incomplete, we will notify you and provide you with an opportunity to cure.

7. *Questions.* If you have any questions about this Alert, you can email us at claimsprocessor@usashipsettlement.com or call us toll-free at 1(877) 391-3169.