

Should I Report This?

Use this checklist to recognize potential issues, gather key information, and prepare to contact ALPS promptly.



Recognize

Potential reportable situations may include:

- ✓ Missed or nearly missed deadline
- ✓ Client complaint alleging a mistake
- ✓ Threat of legal action
- ✓ Potential conflict of interest
- ✓ Drafting, filing, or procedural error
- ✓ Bar complaint or formal notice
- ✓ You are asking: Should I report this?

Rule of Thumb:

If a situation could reasonably lead to a malpractice claim, it is usually worth discussing with your malpractice carrier—even if you are not sure a claim exists yet.



Gather

Collect what you can readily access:

- ✓ Client and matter information
- ✓ Key dates and deadlines
- ✓ Relevant correspondence
- ✓ Court filings or legal documents
- ✓ Engagement agreement
- ✓ Notes and timeline of events

Do not delay reporting while trying to assemble a perfect file.



Report

Prepare to contact ALPS promptly:

- ✓ Brief summary of what happened
- ✓ When the issue was discovered
- ✓ Who was involved
- ✓ What concerns you most
- ✓ Available supporting documents
- ✓ Any demand, lawsuit, complaint, or notice

You do not need a complete investigation, every document, proof of damages, or a formal lawsuit before starting the conversation.

When in doubt, report it. Early reporting helps preserve options and allows ALPS to provide guidance sooner.

Next step: Visit the ALPS claims reporting page or use your approved ALPS reporting process to report a potential claim or incident.