1) The Municipal Legal Defense Program
   a. History and Character of Program
   b. Judicial Treatment
   c. Agency Relationship

2) Receipt of the lawsuit
   a. Service dates
   b. Who is the City submitting for coverage; capacities
      i. Discipline issues; basis for decision
   c. Coverage request
   d. Consent to defense

3) Things to look for initially
   a. Statute of limitations: Section 1983 cases, ACRA cases, Inverse Condemnation cases, Whistleblower Cases, Title VII cases
   b. In Section 1983 alleged police misconduct cases, status of any criminal charges against the Plaintiff?
   c. Departments vs. Cities

4) Submitting the Case
   a. jadams@arml.org and mhayes@arml.org and Fax: 501-978-6566
   b. Cost deposit
   c. Consent to defense forms
   d. Personal information for each Defendant in any capacity
   e. Timing/deadlines in state and federal court

5) After an attorney has been assigned and contacted the City
   a. Collection of files/data
   b. Types of cases: civil rights, employment, land-use
   c. Preference for Electronic Data

6) Receipt of the Coverage Letter
   a. Types of coverage by case
   b. Reservation of rights
   c. Appeal of coverage decision

7) Special Issues
   a. Litigation hold
   b. Electronically Stored Information
c. Freedom of Information Act and communicating about the case
d. Retention of data: video, audio, logs, etc.
e. Redaction of documents