

REGISTRATION CHECKLIST: PRIMARY COUNSEL

NOTICE: The deadline for submitting a Registration Affidavit and claimants in a Claimant Spreadsheet to register for the Settlement Program passed on January 15, 2008, but you may still send in Registration Materials and should do so as soon as possible.

	STEP	DONE?
1.	<p>Identify Who is Primary Counsel: If you or your firm alone has any Interest in the claims of your Vioxx clients, then you are the Primary Counsel for those clients and you are responsible for registering them in the Settlement. If other lawyers or firms also have an Interest in any of the claims of your clients, then consult with them and decide who will act as Primary Counsel to turn in the Registration Affidavit to register these claimants. A claimant should be turned in only once, but all counsel are responsible for ensuring that they or someone else as Primary Counsel registers any claim in which they have an Interest.</p>	
2.	<p>Obtain the Registration Affidavit: Download the Registration Affidavit from www.browngreer.com/vioxxsettlement and save it on your server. If you cannot download this form, email the Claims Administrator at claimsadmin@browngreer.com and request that one be emailed to you.</p>	
3.	<p>Complete the Registration Affidavit: Because the version of the Registration Affidavit that you downloaded is a live, fillable Word document, you can type the required information directly into that document. Alternatively, you may print the Registration Affidavit and type in the required information.</p>	
4.	<p>Obtain the Exhibit 1 Claimant Spreadsheet: Download the form for Exhibit 1 to the Registration Affidavit from www.browngreer.com/vioxxsettlement. If you cannot download this form, email the Claims Administrator at claimsadmin@browngreer.com and request that one be emailed to you. This is a live Excel workbook that you must place on your server or desktop. Once you have completed it, the entire workbook will be the Exhibit 1 Claimant Spreadsheet to your Registration Affidavit. Do not print the document and try to type on a hard copy. It will be too small for you to use, and the Claims Administrator needs live data.</p>	
5.	<p>Complete the Exhibit 1 Claimant Spreadsheet: Type in all the data on all your Vioxx clients who have pending lawsuits or have or had Tolling Agreements (referred to as Plaintiffs if they have a pending lawsuit, or Tolling Claimants if they are or have ever been subject to a tolling agreement) required by this Excel workbook. You or someone at your firm can do this by typing the information directly into the cells in the worksheets. If you have an electronic database on your clients already in Excel or some other software platform, you can transfer the information from your database directly into Exhibit 1, where the fields match up. You must follow the Instructions that accompany Exhibit 1. Save the spreadsheet with the data you have entered, right click on your saved document and send the file to a compressed (zipped) folder for email transmission.</p>	
6.	<p>Sign the Registration Affidavit: After you have completed your Exhibit 1 Claimant Spreadsheet, sign the Registration Affidavit.</p>	
7.	<p>No Filing Required. You do not have to file the Registration Affidavit or Exhibit 1 Claimant Spreadsheet with any court. The courts in each of the Coordinated Proceedings have entered amended Orders removing the filing requirement.</p>	

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8.	<p>Prepare an Email to Serve the Registration Affidavit and Exhibit 1 Claimant Spreadsheet: Prepare an email, using as the subject line in your email “Registration Affidavit and Exhibit 1 for [name of your firm]” and attaching:</p> <ul style="list-style-type: none"> (a) An Adobe pdf of your signed Registration Affidavit; (b) The completed Exhibit 1 Claimant Spreadsheet in Excel format; and (c) An Adobe pdf of a Certificate of Service you have signed, verifying service upon the Claims Administrator.. 	
9.	<p>Serve the Registration Affidavit and Exhibit 1 Claimant Spreadsheet No Later than January 15, 2008 (this deadline has now passed, but you may still send in Registration Materials and should do so as soon as possible): Send the email you prepared in Step 8 to the Claims Administrator at claimsadmin@browngreer.com. You do not have to serve any other parties. The Claims Administrator will serve Merck and the PEC for you. The parties have agreed to this process, even though the New Jersey and Texas Registration Orders have not yet been changed to delete the requirement of service on Merck and the PEC.</p>	
10.	<p>Until September 1, 2008, File and Serve a Revised Registration Affidavit and Exhibit 1 Claimant Spreadsheet Within 30 Days After Material Changes: Until September 1, 2008, you must prepare and email the Claims Administrator an entire Revised Registration Affidavit and Exhibit 1 Claimant Spreadsheet, within 30 days after any one or more of these changes occur:</p> <ul style="list-style-type: none"> (a) You lose or acquire an Interest in any Vioxx Plaintiff or Tolling Claimant; (b) You become Primary Counsel or cease to be Primary Counsel for any Plaintiff or Tolling Claimant; or (c) Because of any change in circumstances, your Registration Affidavit becomes materially untrue, in whole or in part. 	