

PROCEDURE TO SELECT CPT INSTITUTE AS SUCCESSOR TRUSTEE OR OPT-OUT AND SELECT YOUR OWN TRUSTEE

1. Summary of Procedure

- **What Happens:** On January 1, 2025, the current Center Chapter 11 Trustee will no longer be in the trust business, and you must select a new Pooled Trust program or select a new trustee if you have an Individual Trust.
- **CPT Institute as new Trustee:** After reviewing many nationwide programs, CPT Institute (www.CPTInstitute.org) is the program that the bankruptcy trustee has approved as the provider moving forward. The FBI and the bankruptcy trustee vetted CPT Institute over several months to ensure its safety. If you find CPT acceptable, you can either Opt-In to their service (as described below) or do nothing, and it will take over as your Pooled Trust provider on January 1, 2025. If you have an Individual Trust, CPT Institute requires a fee of up to \$500 to review the trust document to ensure it can take over as your Trustee, which fee is waived if your account is below \$50,000. If CPT Institute cannot be your Trustee, it will provide a written report to you on finding a new Trustee.
- **Opt-Out of CPT Institute as Trustee:** If you do not want CPT Institute as your new Pooled Trust provider or Trustee of your Individual Trust, you shall receive an "Opt-Out Notice" that you must complete and return no later than **November 22, 2024**.

To Opt-Out, you must notify the Chapter 11 Trustee of the name of your new Pooled Trust Program or Individual Trustee who will take over as your trustee no later than January 1, 2025.

- **How can I tell if I have a Pooled Trust or a Non Pooled Individual Trust.** The Opt-Out Notice you receive will inform you if you are the beneficiary of a Pooled Trust or a Non Pooled Individual Trust.
- **I do not know what to do.** It is important that you make an informed decision. To assist you, attorneys specializing in special needs planning from around the country have volunteered to advise you about your options. A list of those attorneys is attached to this document. These attorneys have agreed to donate their time to help you understand your rights. Please understand that these are busy professionals who will be assisting many other people in making their decisions. Please respect their time and efforts on your behalf.

- **What about the money I lost:** The Chapter 11 Trustee will continue to seek recovery for any of your lost assets. Any assets recovered shall be funded into your account with the trust program you selected to serve after January 1, 2025. Beneficiaries automatically assign their litigation rights back to the Chapter 11 Trustee.
- **Parties Not Liable:** The Chapter 11 Trustee, the Debtor, the Committee, and their representatives are not responsible for any consequences resulting from your decision to opt-out or replace the trustee.

2. Accepting CPT Institute as Successor Trustee

- **CPT Institute** (www.CPTInstitute.org) is a national pooled trust program that the court-appointed Chapter 11 Trustee has vetted to take over as trustee of your trust agreement. CPT Institute is a 501(c)(3) non-profit trustee for the CPT Institute Pooled Special Needs Trusts for 48 States (not New Mexico or Connecticut) focused on preserving government benefit eligibility for injured or otherwise at-risk persons with special needs while providing vital education and resources to the public and legal community. With over 25 years of experience, CPT Institute has become the nation's leading low-cost provider of Pooled Special Needs Trusts, Settlement Management Trusts, and Minor Settlement Trusts. CPT Institute's mission is to preserve government benefit eligibility for the injured and at-risk by providing education and training to the public and community.
- **Benefits of Using CPT Institute as your Trustee:**
 - **Trustee Fees:** CPT Institute has agreed to a reduced fee schedule for Center beneficiaries. See the attached Fee Schedule.
 - **Quick Onboarding:** CPT Institute has a policy to quickly transfer your account to the CPT Institute platform by using its link to onboard you to their system without disruption.
 - **Thoroughly Vetted:** The FBI, the bankruptcy trustee, and the creditors committee have thoroughly vetted CPT Institute to ensure its reliability and safety.
 - **Charitable Donation:** CPT Institute has agreed to donate up to \$140,000 to the Center's victims for each of the next three years.

- **If you are a Pooled Trust Beneficiary:**

- **If you do nothing by November 22, 2024**, CPT Institute will automatically become your successor trustee effective **January 1, 2025**.
- **If you wish CPT Institute to begin immediately, you can select CPT by clicking www.cptinstitute.org/centers**, which describes the electronic procedure to Opt-In to CPT Institute or, clients may opt-in by phone: (813) 687-8818 and will be walked through the procedure.

Upon receiving an opt-in request, a CPT Institute staff member will verify the client's identity by confirming their last name, the last four digits of their Social Security number, and date of birth.

Following verification, the client will receive a portal link granting access to CPT's principles, instructions on how to work with CPT Institute, and opportunities to schedule Q&A sessions with CPT Case Managers. The portal will also provide step-by-step guides and informative videos to assist in executing the Joinder Agreement and Trust Documents, which can be completed electronically through Right Signature. Alternatively, CPT Institute can send physical Trust Documents via mail for clients who prefer.

Once CPT Institute receives the signed Joinder Agreement, the client will have resources to utilize their Trust Account. They will also be assigned a dedicated Trust Administrator for ongoing assistance. Additionally, they will receive access to the CPT Portal, where they can view their available cash balance and the status of disbursement requests. At this stage, we anticipate that the Centers will fund the trust account.

- **If you are the beneficiary of an Individual (Non-Pooled) Trusts:**

- **Opt In:** If you agree to CPT Institute becoming your successor trustee (or if you do not Opt Out by November 22, 2024) then CPT Institute will begin the evaluation process to determine if it can be named as trustee of your Individual Trust.
- **CPT Institute** has agreed to a reduced fee schedule for Center beneficiaries as follows:
- **Evaluation Process:**

- CPT will review your trust agreement to determine if they can accept the appointment. This requires an attorney to review the existing trust document to ensure CPT can take the case. This review is free if your account has less than \$50,000 in it. If your account has over \$50,000, the charge will be no more than \$500. If accepted, CPT will assume trustee duties as required by law. If not accepted, CPT will provide you with a written report on appointing an alternative trustee.

3. Selecting your own Trustee to take over administration.

- **Deadline to Opt-Out:**
 - You have until **November 22, 2024** to make your decision.
- **How to Opt-Out:**
 - **Complete the Opt-Out Notice:**
 - You were provided with a separate opt-out notice. Please complete the form with your information and the identity of your trustee.
 - **Submit the Opt-Out Notice via One of the Following Methods:**
 - **If by First-Class Mail:**

The Center for Special Needs Trust Administration, Inc.
Opt Out Notice Processing Center
c/o Epiq Corporate Restructuring, LLC
P.O. Box 4419
Beaverton, OR 97076-4419
 - **If by Hand Delivery or Overnight Mail:**

The Center for Special Needs Trust Administration, Inc.
Opt Out Notice Processing Center
c/o Epiq Corporate Restructuring, LLC
10300 SW Allen Blvd.
Beaverton, OR 97005
 - **If Electronically:**
 - Click on the link **Beneficiary Election of Successor Trustee Form** under **Case Actions** on the case information page. The case information page link is below.
 - <https://dm.epiq11.com/centerforspecialneedstrustadministration/>

4. Consult Legal Counsel

- **Recommendation:** It is strongly advised to consult with an attorney experienced in special needs trusts before opting out or replacing the trustee. A list of attorneys who have agreed to provide volunteer consultations is attached to this Notice.
 - **Why:** To ensure you do not risk losing government benefits or face other legal issues.
 - A List of Volunteer Attorneys who have agreed to advise you about your options is included with this notice.
 - Other Resources for Assistance:
 - **Special Needs Alliance:** www.specialneedsalliance.org
 - **Academy of Special Needs Planners:** <https://specialneedsanswers.com/>
 - **National Academy of Elder Law Attorneys:** www.naela.org
 - **National Elder Law Foundation:** www.nelf.org
-

FEE SCHEDULE FOR CPT INSTITUTE

Pooled Special Needs Trust Administration Fees¹

Trust Account Setup	\$ 0 waived
Balance less than \$100,000 no structured settlement or MSA ² monthly	\$ 50
Balance less than \$100,000 with structure settlement or MSA monthly	\$100
All accounts with balance over \$100,000 monthly	\$150
Money Management Fee (percentage of funds under management)	.60 %

Individual Special Needs Trusts Administration Fees

- Trust Account Setup (if account is \$50,000 or more)

\$500
- Trust Account Setup (if account under \$50,000)

\$0
- Monthly Administration Fee
monthly

\$150
- Money Management Fee (percentage of funds under management)

.60 %

Pooled Income Trust Administration Fees

- Trust Account Setup

\$0
- Monthly Deposit

Monthly Fee
- \$0 to \$300

\$25
- \$301 to \$600

\$35
- \$601 to \$900

\$45
- \$901 to \$1,200

\$70
- \$1,201 to \$1,700

\$85
- \$1,701 to \$2,200

\$105
- \$2,201 to \$2,700

\$140
- \$2,701 to above

\$200

¹ CPT **does not** collect a fee from invested funds.

² MSA means “Medicare Set Aside.”

List of Volunteer Attorneys

State Covered	First Name	Last Name	Phone Number	Email
Alabama	Ashle	Day	251-277-33 --	Ashley@Ashleydaylaw.com
California	Aaron	Feldman	925-283-66 ~	Aaron@feldmanlawgroup.com
California	Sheri	Sudwee	408-354-02 ~	sheris@sugaisudweeks.com
California	Kevin	Urbatsch	415-593-99 ..	Kevin@Urbatsch.com
Florida	David	Fall	863-220-79 --	DavidFall@tessierlawfirm.com
Florida	Amy	Mason	850-385-12 ..	amy@mclawgroup.com
Florida	Kevin	Hernand	727-712-17 ..	KH@thehernandezlaw.com
Georgia	Adam	Walters	912-897-41 ~	awalters@walterslawpc.com
Idaho	Kelly	Jones	918-382-92 ~	kjones@ok-counsel.com
Illinois	Ashle	Day	618-249-14 ~	Ashley@Ashleydaylaw.com
Illinois	Jaym	Levin-	312-637-30 ~	jlevin-muriel@hahnlaw.com
Illinois	Sara	Riechert	630-571-02 ~	sara@crattorneys.net
Indiana	Jen	VanderV	574-307-56 ~	Jennifer@vanderveenelderlaw.com
Iowa	Landon	Sandberg	801-546-95 56, ext 108	landon@utahseniorplanning.com
Massach	Carol	Cioe	413-737-11 ..	cklyman@ssfpc.com
Massach	Thom	Mullen	617-770-10 ~	mullen.elderlaw@comcast.net
Massach	Beth	Phillips	401-463-61 ~	Beth@elderlawrillc.com
Michigan	Patti	Dudek	248-254-34 62	pdudek@pekdadvocacy.com
Michigan	Miche	Fuller	586-803-85 ~	Michele@milaw.center
Michigan	Jen	VanderV	574-307-56 ~	Jennifer@vanderveenelderlaw.com
Mississip	Richa	Courtney	601-987-30 ~	rick@elderlawms.com
Missouri	Ashle	Day	618-249-14 ~	Ashley@Ashleydaylaw.com
New Hampshire	Ann	Butenhof	603-627-82 92	abutenhof@sheehan.com

New York	Lisa	Powers	585-419-88	lpowers@HarrisBeach.com
New York	Miche	Peretz	(516)	michelle@michellelawoffice.com
			(212)	
New York	Joan	Robert	547-8862	joan@robertlegalgroup.com
North	Mary	Markovic	919-676-15	m@mmarkovich.com
Oklahom	Kelly	Jones	918-382-92	kjones@ok-counsel.com
Rhode	Beth	Phillips	401-463-61	Beth@elderlawrillc.com
Rhode	Aman	Tarzwell	401-783-08	amanda@tarzwelllaw.com
South	T.J.	Johnson	605-360-03	tj@TJJATTORNEY.COM
Texas	Kimbe	Hegwoo	(281)	kim@yourlegacylegalcare.com
Texas	Kelly	Jones	918-382-92	kjones@ok-counsel.com
Utah	Lando	Sandber	801-546-95	
	n	g	56, ext 108	landon@utahseniorplanning.com
Virginia	Karen	Konvicka	804-698-62	kkonvicka@t-mlaw.com
Vermont	Jim	Dingley	(802)	dingleylaw@gmail.com
Washingt	Joshu		206-324-43	
on State	a	Brothers	00 x 112	joshb@brothershenderson.com
Washingt	Kelly	Jones	918-382-92	
on State			00	kjones@ok-counsel.com