

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF MICHIGAN  
SOUTHERN DIVISION**

***In re* FLINT WATER CASES**

**Civil Action No. 5:16-cv-10444-JEL-  
(consolidated)**

**Hon. Judith E. Levy**

**SPECIAL MASTER DIRECTIVE #1  
RELATED TO IMPLEMENTATION OF THE PARTIAL SETTLEMENT**

On January 21, 2021, the Court issued its *Opinion and Order Granting Plaintiffs’ Motion to Establish Settlement Claims Procedures and Allocation and for Preliminary Approval of Class Settlement Components [1318] and Granting Plaintiffs’ Motion for an Order Adopting the Proposed Motion for Approval of Wrongful Death Settlement [1334]*, ECF 1399 (“Order”).<sup>1</sup> The Court approved the appointment of ARCHER Systems, LLC to serve as the Claims Administrator. The Claims Administrator is responsible for managing the process for individuals to register to participate in the settlement. The registration process commenced on January 27, 2021 and ended on March 29, 2021.

The Claims Administrator has reported that a large number of registration forms were submitted electronically and in hard copy via the mail. A number of

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<sup>1</sup> All capitalized terms herein have the same meaning set forth in the Amended Settlement Agreement that the Court has preliminarily approved.

these submissions were lacking important and necessary information requested in the registration forms. In particular, many registrations are missing full names (first and last, middle name or initial), complete addresses, dates of birth (day, month, year), and/or Social Security numbers – all of which will be necessary to properly implement the settlement. The Claims Administrator has further reported that in order to manage the registrations, properly identify registrants, communicate with registrants, and identify duplicate registrations, it is necessary to obtain as much of this missing information as possible.

The purpose of this Directive is to facilitate the process for obtaining the information and to authorize the Claims Administrator to contact registrants to explain how to provide the missing information. Accordingly:

1. All counsel and law firms that have submitted registration forms to ARCHER Systems, LLC for the settlement are directed to provide to the Claims Administrator no later than April 18, 2021, the following information to the extent not already provided: each registrant's full name (first and last, and middle or middle initial), Social Security Number, date of birth (day, month, year), and complete current address. Counsel may provide the information electronically by uploading the data to the Claims Administrator's system. Counsel shall report to the Special Master registrants for whom the requisite information was not obtained and

provide any relevant information regarding any difficulty in obtaining the information.

2. The Claims Administrator shall provide counsel with any information, instructions, and assistance required to provide the missing information.
3. The Claims Administrator is authorized and directed to collect from registrants whose forms were uploaded to the Claims Administrator's electronic site (defined as the "public site") or whose forms were submitted by mail or through another delivery mechanism the following information to the extent not already provided by such individual registrants: Full name (first and last and middle or middle initial), Social Security number, date of birth (day, month, year), complete current mailing address, other contact information including telephone number and/or email address. When contacting such registrants, the Claims Administrator shall specifically identify the information that is needed for that registrant and shall provide instructions for submitting the information both electronically and through submission of a hard copy form.
  - a. The Claims Administrator shall contact such registrants using the most reliable contact information available, including email addresses, telephone numbers, and direct mailing addresses.

- b. For those registrants who submitted hard copy paper forms, the Claims Administrator shall mail to those individuals a copy of the registration form and note the fields that require information.
- c. The Claims Administrator shall provide instructions for providing the information. The instructions shall include the options for uploading the information electronically on the Claims Administrator's web site and, where applicable, completing the paper form and sending the completed form back to the Claims Administrator.
- d. The deadline for submission of updated information shall be 10 days from the date the notice is sent by the Claims Administrator to the registrant.**
- e. Notice to Registrants. The Claims Administrator shall provide the following explanation to the registrants: You have submitted information to register for the proposed settlement in the Flint Water Cases. After reviewing your registration, we have found that certain important information is missing. [Insert identification of missing information.] This information is necessary to help us process and evaluate settlement claims. The next phase of the settlement process

is scheduled to begin soon. You must submit the missing information on or before April [ ], 2021.

4. Some registrants did not submit contact information. The Claims Administrator shall post on its website a notice stating that registrants who did not provide contact information must contact the Claims Administrator. The Claims Administrator can be contacted in the following ways:

- *by phone* at 1-800-493-1754,
- *by email* at [FLINTWATER@ARCHERSYSTEMS.COM](mailto:FLINTWATER@ARCHERSYSTEMS.COM), or
- *by mail* at:  
Flint Water Settlement Program  
1775 Saint James Place  
Suite 200  
Houston, Texas 77056.

The notice shall state that without the contact information, the Claims Administrator cannot provide a claim form to that registrant.

Date: April 8, 2021

/s/ Deborah E. Greenspan  
Deborah E. Greenspan  
Special Master  
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**CERTIFICATE OF SERVICE**

I certify that on April 8, 2021, I electronically filed the foregoing document with the Clerk of the Court using the Court's ECF system, which will send notification of such filing to attorneys of record.

Date: April 8, 2021

*/s/ Deborah E. Greenspan*  
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