

# Voluntary Pre-Paid Legal Services Plan

## Summary of Benefits

The J. Paul Getty Trust's Voluntary Pre-Paid Legal Services Plan is administered by Hyatt Legal Plan, which is a MetLife company.

### **Eligibility**

Employees who are regularly scheduled to work 30 or more hours per week are eligible to enroll in this plan. Eligible dependents include spouse, same-sex domestic partner, and children through December 31 of the year in which they turn age 26.

### **Covered Services**

Unlimited telephone advice and office consultations on most personal legal matters, excluding business and employment-related issues, with a Hyatt network attorney of your choice. Services include:

- Preparation of wills, codicils and living trusts
- Preparation of living wills, powers of attorney, affidavits, deeds, demand letters, notes and mortgages
- Immigration Assistance
- Document Review
- Purchase, Sale or Refinancing of your Primary Residence
- Debt Collection Defense and Identity Theft
- Consumer Protections and Small Claims Assistance
- Traffic Ticket Defense (DUI excluded)
- Tenant Negotiations and Eviction Defense (for tenant only)
- Name Change
- Personal Bankruptcy
- Civil Litigation Defense, including Administrative Hearings/Incompetency Defense
- School Hearings
- Juvenile Court Defense
- Pet Liabilities
- Premarital Agreement
- Uncontested Adoption, Guardianship or Conservatorship
- Protection from Domestic Violence
- Tax Audits
- Boundary - Title Disputes, Property Tax Assessments, Zoning Applications



## **Features**

- Over 9,000 attorneys nationwide
- Fees for covered services, provided by a Hyatt Network Attorney, are fully covered
- Evening and Saturday appointments available upon request
- If a Hyatt Network Attorney is used, no claim forms are needed
- Out-of-Network option available

## **Cost**

Those who enroll in the Plan pay the full cost of coverage. The cost is \$7.85 per pay period (only \$204 a year) using convenient payroll deductions.

## **Hyatt Legal Plans - Credentials**

Hyatt Legal Plans, a MetLife company, is the largest provider of group legal plans in the United States and has been in the business since 1981. Hyatt services nearly one million employees and their families at more than 700 major U.S. corporations.

## **Standards for Network Attorneys**

Hyatt's attorneys must meet stringent criteria. Attorneys are regularly reviewed to ensure they maintain Hyatt's high standards. Hyatt's network attorneys have an average of 18.5 years of experience.

## **Out-of-Network Option**

- You always have the option to select an out-of-network attorney. Hyatt Legal Plans will provide you with a fee reimbursement schedule that shows the maximum amount payable for specific services under the Plan.
- To receive reimbursement, call Hyatt's Client Service Center at 800.821.6400 and request a Fee Reimbursement form. Complete the form, attach the attorney's bill and submit it to Hyatt.
- If the out-of-network attorney's charges are in excess of the maximum amount payable, you are responsible for the excess.

## **How to Use the Plan**

Before using a Plan attorney's services, visit [www.legalplans.com](http://www.legalplans.com) or call Hyatt's Client Service Center at 800.821.6400. The Client Service Center's hours of operation are: Monday – Thursday: 5:00 am – 4:00 pm and Friday: 5:00 am – 3:00 pm Pacific Time.

The Client Service Representative will:

- Verify eligibility for services
- Make an initial determination of whether and to what extent the case will be covered; however, the Plan attorney makes the final determination of coverage
- Provide the name and telephone number of the most convenient Plan Attorney located near you
- Answer any questions about the Plan



- Assign a Case Number
- After receiving a Case Number, you may call the Plan Attorney for an appointment. Appointments are available evenings and Saturdays upon request.

### **Internet Accessibility**

If you are considering enrolling in the Pre-Paid Legal Services Plan visit [www.legalplans.com](http://www.legalplans.com) and enter the Getty's password: **1500090 or METLAW**, in the "Thinking About Enrollment" section of the homepage.

Current members can obtain a Case Number, find a lawyer, review coverage, and learn more about the Plan by using the "Members Log in" section of the homepage.

### **Questions**

If you have any questions call Hyatt's Client Service Center at 800.821.6400. The Client Service Center's hours of operation are: Monday – Thursday: 5:00 am – 4:00 pm and Friday: 5:00 am – 3:00 pm Pacific Time. Hyatt can answer your questions, provide you with a complete Plan description, and give you a list of local Hyatt network attorneys. Visit [www.legalplans.com](http://www.legalplans.com) and enter **1500090 or METLAW** under "Thinking about Enrollment".

## ***Important Information***

You must remain in the Plan for one benefit year. New employees may enroll within 31 days from their date of hire and are required to remain in the Plan for the remainder of the benefit year.

The J. Paul Getty Trust reserves the right to review, alter, amend, or terminate benefit plans at any time. The plans described in this booklet do not constitute a contract of employment and cannot be relied upon as such. Full details of the plans are contained in insurance contracts and plan documents. If there is a discrepancy between this booklet and those documents, the documents will govern.





**The J. Paul Getty Trust**

Benefits, Human Resources

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## The J. Paul Getty Trust Voluntary Pre-Paid Legal Services Plan Enrollment / Opt Out Form

Name: \_\_\_\_\_

Employee ID #: \_\_\_\_\_

Department: \_\_\_\_\_

Extension: \_\_\_\_\_

### Authorization:

I hereby elect to enroll in MetLaw®. I understand that my election will remain in effect for the entire plan year, or until I am no longer an eligible employee or I terminate employment with the Getty. I authorize the J. Paul Getty Trust to take the appropriate after-tax payroll deductions needed to maintain this election.

No. I do not want to be enrolled in Voluntary Pre-Paid Legal Services.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Office Use Only:*  
Effective Date: \_\_\_\_\_  
Date Received & Processed: \_\_\_\_\_  
By: \_\_\_\_\_

Return this form to Benefits within 31 days of your initial eligibility period.

