

## **HOW TO AMEND A SEXUAL ABUSE PROOF OF CLAIM**

### **Do You Have an Attorney?**

You should *consult your attorney* about amending your proof of claim.

### **How to Amend Your Sexual Abuse Proof of Claim**

#### (1) **New Claim Forms**

When submitting an amended claim, you may submit the pages that you amend OR you may fill out a new claim form so long as you complete the entire form.

You can access a new abuse proof of claim form (or the pages that you need to amend) going to:

[https://casedocs.omniagentsolutions.com/CMSVol2/pub\\_47373/849007\\_SA\\_POC\\_4.pdf](https://casedocs.omniagentsolutions.com/CMSVol2/pub_47373/849007_SA_POC_4.pdf)

After you fill out the pages that are amended, you must either

- Save the amended pages in a file on your computer so that you can combine with the “cover-sheet” form described below;
- Print the amended pages so that you can scan them together with the “cover page” form; or
- Print amended pages so that you can mail them together with the “cover page form as discussed below.

#### (2) **Claim Amendment Cover-Sheet**

Your amended claim *must be submitted* with a “cover-sheet.” You can access a “cover-sheet” by clicking on the following link:

[https://casedocs.omniagentsolutions.com/CMSVol2/pub\\_47373/866322\\_CoverPage\\_AmendmentsSupplements.pdf](https://casedocs.omniagentsolutions.com/CMSVol2/pub_47373/866322_CoverPage_AmendmentsSupplements.pdf)

Once you have the “cover-sheet,” you must do that following:

- Print the cover sheet.
- Fill in all of the information that is requested: name, date of birth, mailing address, e-mail, and telephone number.
- The “cover-sheet” *must include your original claim number*. If you are not represented by an attorney and do not know your claim number, please email: [bsainquiries@omniagnt.com](mailto:bsainquiries@omniagnt.com) with: your full name, mailing address, date of birth, the date your original claim was submitted, and the email address used to upload or file the claim.
- You do not need to submit your “internal claim or client identifier.”
- When the cover sheet is completed you can (a) scan and save to your computer so that you can combine it with your amended claim pages OR (b) mail the cover sheet to the address below along with your amended claim pages.

(3) **Amending Information**

You may amend any part of your claim that needs to be changed, updated, or revised. As you are reviewing your claim, please check if any of the following questions on the claim form have been answered. If they have not, please amend the claim form so that it includes *as much of the following information* as possible:

- Date of Birth (Part 2A)
- Name and/or description of the sexual abuser (Part 4B)
- Name(s) of other Scout leaders in the unit or camp(s) that you attended (Part 4C)
- Location of the abuse (for example, California, New York, Texas, etc.) (Part 4E)
- Name of the Local Council of your Scouting unit (Part 4I)
- Dates of the abuse (for example, list month(s) and year(s)) (Part 4K)
- Written summary of the sexual abuse (Part 4M)

(4) **Electronically Submitting Your Amended Sexual Abuse Claim Form**

To submit a claim electronically, you must do the following:

- Save the cover sheet and the amended pages of the claim so they are a single file.
- Click the following link, which will bring you to the website portal

<https://cases.omniagentsolutions.com/boyscouts/index?clientid=CsgAAncz%206Yclmvv9/q5CGybTGevZSjdVimQq9zOutqmTPHesk4PZDyfOOLxIiIwZjXomPIMZCo=>

- On the webpage, you will see an area titled “Boy Scouts of America Sexual Abuse Claim Submission”
- Enter your email address in the first box
- Click the “select file” button to upload your saved cover sheet and changed claim pages.
- Once the submission is complete you will receive a separate e-mail from the claims agent that confirms receipt of the amended claim and the amended claim number.

(5) **Mail-In Amended Sexual Abuse Claim Form**

To submit your amended claim by regular mail, you must do the following:

- Print your completed cover sheet
- Print your completed amend claim pages
- Mail your cover sheet and amended form to the following address:

BSA Abuse Claims Processing  
c/o Omni Agent Solutions  
5955 De Soto Ave., Suite 100  
Woodland Hills, CA 91367

After your amended claim is received by the claims agent you will be sent confirmation that your amended claim has been received and an amended claim number.