



Home

Mass Tort

Class Action

Personal Injury

About Us

Contact (800) 715-6101



CLAIMS ADMINISTRATION



COMPREHENSIVE

ARCHER provides end-to-end claims administration services, from the Notice of Settlement to final disbursement.



COST-EFFECTIVE

By leveraging ARCHER's capabilities, law firms avoid the expense of hiring, training, and managing additional staff for cyclical projects.



CUSTOMIZED

ARCHER's team is experienced at providing project-specific programs to meet your firm's individual deadlines and needs.

CLASS ACTION SERVICES

CLAIMS ADMINISTRATION

LIEN RESOLUTION

QSF ADMINISTRATION

MEDICAL RECORD REVIEW

CLASS ACTION CLAIMS ADMINISTRATION

FROM PRE-SETTLEMENT TO POST-SETTLEMENT, OUR EXPERTISE MAXIMIZES CLIENT OUTCOMES

Properly executed claims administration is highly detailed and time-sensitive, requiring the assistance of an experienced administrator with ample staffing resources. ARCHER's team includes court-appointed administrators for some of the nation's most complex mass tort and class action settlements. Our team of

NATIONAL BANKRUPTCY
COORDINATION

COURT APPROVAL
COORDINATION

GOVERNMENT BENEFITS CALL
CENTER

ALLOCATION NEUTRAL SERVICES

hundreds along with our proprietary technology ensures a seamless claims administration process, every step of the way.

PROGRAM GUIDANCE AND FORM CUSTOMIZATION

ARCHER consults with law firms to create comprehensive settlement packets that are compliant with the settlement agreement and easy for claimants to complete. Packets are fully customizable for aggregate settlements of any size.

Our program guidance supports a full spectrum of needs from the Notice of Settlement to release processing, including, but not limited to:

- ▲ Disclosure
- ▲ Special Master correspondence
- ▲ Notice of settlement
- ▲ Consent to settle
- ▲ Release language
- ▲ Mail tracking
- ▲ Easily identifiable signature pages
- ▲ Claimant checklists
- ▲ Customized mailers
- ▲ Document layout and design
- ▲ Court documents
- ▲ FAQs

DOCUMENT PROCESSING

With ARCHER's comprehensive quality check methodology, law firms can feel confident in the management of outgoing and incoming claim packages. Our mailing center utilizes state-of-the-art barcode tracking technology to ensure accuracy and accountability for every settlement program.

ARCHER's document processing services include:

- ▲ Complete mail tracking
- ▲ Expedited shipping and delivery
- ▲ Bulk mail processing
- ▲ Bulk printing in color or black and white
- ▲ Signature flagging / highlighting
- ▲ Mobile notary services
- ▲ Electronic signatures capabilities
- ▲ Mailing address reconciliation

PROGRAM FOLLOW UP & TRACKING

One of the biggest hurdles to finalizing a multi-claimant settlement is tracking down outstanding responses. ARCHER's extensive team does the heavy lifting for you, following up with each claimant and coordinating with your firm until every packet is processed. Our follow-up communications leverage our deep experience and are custom developed based on project expectations, deliverables, and funding obligations. Examples of claimant outreach campaigns include calls, texts, emails, and postal mail.

REVIEW & ACCURACY DETERMINATION

ARCHER processes, reviews, and tracks all returned claims packages. We perform sufficiency verifications on all packet components, proactively following up with claimants to correct deficiencies.

Our proprietary technology enables strict document control while our document review team focuses on verification of proper claimant execution (e.g., notary, witness, government ID, and wet or electronic signatures). By flagging missing or incomplete items and providing claimants with clear guidance, we eliminate the guesswork and facilitate an expedient resolution.

LEARN MORE ABOUT ARCHER

ARCHER supports top law firms across the country in resolving complex litigation and settlement issues. Our clients rely on us with confidence, knowing that by working with ARCHER, they've made the right choice. Click the links below to learn more.

[OUR
EVENTS](#)[OUR
TEAM](#)[GET IN
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CONSULT ARCHER

For streamlined administration at any stage of the case, we're ready to help. Contact us today.

FIRST NAME	LAST NAME	MESSAGE
PHONE	EMAIL	
ARE YOU AN EXISTING CLIENT? <input type="radio"/> YES <input type="radio"/> NO		
SERVICE TYPE? <input type="button" value="v"/>		



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HEADQUARTERS OUR LOCATIONS

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