

LEGAL EXPENSE ORGANIZATION INSTRUCTIONS

	NOTES AND INSTRUCTIONS	
A	Required Filings Contact Person:	Visit us at www.insurance.oregon.gov General and Bar Code: Sandra L. Munson (503) 947-7225 (503) 947-7982 Internet Address: sandra.l.munson@state.or.us
B	Mailing Address:	Street Address: Department of Consumer & Business Services Insurance Division-4 350 Winter Street NE Salem OR 97301-3883 Mailing Address: Department of Consumer & Business Services Insurance Division-4 P.O. Box 14480 Salem OR 97309-0405
C	Mailing Address for Filing Fees:	No filing fees required
D	Delivery Instructions:	All filings must be postmarked no later than the indicated due date. If the due date falls on a weekend or holiday, then the deadline is extended to the next business day.
E	Late Filings:	Failure to comply with any of the filing requirements may result in the assessment of a civil penalty pursuant to ORS 731.988 or the expiration of your company's certificate of authority pursuant to ORS 731.410.
F	Original Signatures:	Facsimile signatures are acceptable and have the same force as original signatures.