

THE STATE OF NEW HAMPSHIRE

MERRIMACK, SS.

SUPERIOR COURT

Docket No. 03-E-106

In the matter of the Liquidation of the Home Insurance Company

and

Docket No. 03-E-112

In the matter of the Liquidation of US International Reinsurance Company

**ORDER APPROVING HIRING OF LIQUIDATION CLERK**

Pursuant to Paragraph 8 of the Notice of Proposed Order dated January 22, 2004, and consistent with certain provisions outlined in the Order Establishing Procedures Regarding Claims Filed with the Home Insurance Company in Liquidation (the "Procedures Order"), it will be necessary for the Referee to recruit a Liquidation Clerk.

1. The Liquidation Clerk shall provide general management of the administrative procedures contemplated by the disputed claims process in pertinent provisions of the aforementioned Procedures Order.

Specific responsibilities shall include but are not limited to:

- a) logging, initiating and tracking of each disputed claim and attendant file to ensure orderly processing and handling of all disputed claims with a docket system;
- b) maintaining documents filed with regard to each disputed claim to include a copy of the Liquidator's case file, the claimant's mandatory disclosures, and any other documents or submissions provided by either, as well as copies of any documents submitted by other participants;
- c) issuing and serving of notices, orders and reports and calendaring all proceedings before the Referee;

- d) overseeing electronic, magnetic, or mechanical sound or video recording devices, or a court reporter or stenographer, for purposes of record preservation;
  - e) handling telephone inquiries from claimants, the Liquidator, and other participants and providing responsive information regarding dispute procedures and status of specific dispute files.
  - f) maintaining a comprehensive and fully-inclusive a website posting pleadings and orders filed in disputed claims matters and in the liquidations.
  - g) coordinating with the Superior Court Clerk proceedings and pleadings filed in the liquidations and matters arising in disputed claims proceedings requiring the Superior Court's direct administration.
2. The Liquidation clerk shall also be responsible for such other administrative duties and tasks as may be contemplated by, and not inconsistent with, the Procedures Order and the Notice of Proposed Order of January 22, 2004.
3. The Referee shall immediately advertise the position of Liquidation Clerk. A salary range of \$35,000 - \$40,000 is authorized, with benefits to be provided by the Liquidator.

SO ORDERED.

Dated: 3/3/04

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Presiding Judge