Settlement Statement

Personal injury / contingency-fee matter · Template for educational use · Confirm your state's rules on fee agreements, lien resolution and client approval before relying on it.

Law firm		**Client**	
Matter / case name		**Case or claim no.**	
Defendant / insurer		**Settlement date**	
Prepared by		**Statement date**	

A. Gross settlement

Payor (defendant, insurer, policy)	**Amount**
	$
	$
Total gross settlement (A)	**$**

B. Attorney fees

Item	**Amount**
Contingency fee ______ % of [ ] gross [ ] net of costs (per the signed fee agreement)	$
Referral or co-counsel fee paid out of the attorney fee (client consent on file)	$
Total attorney fees (B)	**$**

C. Case costs (itemized; paid or reimbursed from the firm's operating account)

Cost	**Amount**
Filing and service fees	$
Medical records and bills	$
Expert fees	$
Depositions and court reporters	$
Mediation	$
Investigation, postage, copies, other	$
Total case costs (C)	**$**

D. Medical liens and provider balances

Provider / lienholder	Billed	Agreed (in writing)	Paid
	$	$	$
	$	$	$
	$	$	$
	$	$	$
Total medical liens (D)			**$**

E. Government and subrogation claims

Claim	Final demand
Medicare conditional payments (final demand letter, not the estimate)	$
Medicaid	$
ERISA or private health plan subrogation	$
Other (VA, Tricare, workers' comp)	$
Total government and subrogation (E)	**$**

F. Other deductions

Item	Amount
Pre-settlement funding payoff	$
Prior attorney lien	$
Child support or other court-ordered lien	$
Other	$
Total other deductions (F)	**$**

G. Net to client

Calculation	Amount
Gross settlement (A)	$
Less attorney fees (B)	$
Less case costs (C)	$
Less medical liens (D)	$
Less government and subrogation (E)	$
Less other deductions (F)	$
Held in trust pending final lien resolution (release condition: ______________________)	$
Net paid to client now (G)	**$**

Client acknowledgment

I have reviewed this settlement statement. I understand each deduction, the amount held in trust and the amount I will receive. I authorize the firm to disburse the settlement as shown.

Client signature Date Attorney signature Date

Before you disburse: a checklist

Work down this list after the client signs and before the first payment leaves trust.

- ☐ The settlement funds have cleared in the trust account (not just been deposited).
- ☐ Every lien amount in Section D is confirmed in writing by the provider or lienholder, and the letter is in the file.
- ☐ Medicare: Section E uses the final demand letter, not the conditional payment estimate.
- ☐ The attorney fee is calculated on the basis stated in the signed fee agreement (gross or net of costs).
- ☐ Any referral or co-counsel fee is disclosed to the client and paid from the fee, never from the client's share.
- ☐ Case costs in Section C are itemized and match the ledger; none are estimates.
- ☐ Sections A through G foot: A – B – C – D – E – F – held amount = G, to the penny.
- ☐ The client has signed the statement; the signed copy is saved to the case before any payment is prepared.
- ☐ Each payee's legal name, address or verified bank account, and the documents to enclose (lien release, settlement letter) are confirmed.
- ☐ Any holdback has a written release condition and a date to re-check it.
- ☐ Every payment will be posted to the case ledger and the firm's books on the day it is issued, and the trust account reconciled at month end.

Common mistakes this template is built to catch

- Using the Medicare conditional estimate instead of the final demand, then owing the difference from operating.
- Hiding a referral fee inside the attorney-fee line instead of disclosing it.
- Paying a lien before the reduction is confirmed in writing.
- Disbursing before the client signs, or paying from trust before the settlement check has cleared.
- Leaving a holdback in trust with no release condition, so it sits there for years.

Related reading at disbo.com/resources: Settlement disbursement sheet · Holdbacks and reserves · Three-way reconciliation for law firms · How long to disburse a settlement, by state.