



**Arch Insurance Group Inc.**

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[archinsurance.com](http://archinsurance.com)

June 16, 2025

Dear Arch Panel law firm,

Annexed please find Arch's revised Litigation Counsel Guidelines ("Guidelines") and reporting documents (Attachments A-E).

*These revised Guidelines are effective for fees and expenses incurred as of July 1, 2025.*

Please note the following substantive changes to our Guidelines:

Pg. 4 New panel court reporter requirements

Pg. 7 **Artificial Intelligence: advance authorization is required before use of AI tools.**  
**(NEW SECTION)**

Pg.12 Expenses of \$50 or greater require submission of back up documentation.

Pg.12 Travel expenses of \$50 or greater require submission of back up documentation.

Pg 14 Billing Procedures:

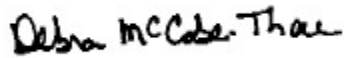
- new contact information for LSS.
- Bills should be submitted monthly if fees/expenses equal or exceed \$1,000.00 and no bills should be held longer than 180 days.
- Defense expert witness/private investigator invoices over \$1,500.00 shall be sent to the Claims Professional and NOT included in the law firm invoice.
- Plaintiff's expert witness/private investigator invoices up to \$1,500.00 may be included in the law firm invoice or submitted directly to the Claims Professional (together with back up documentation).
- Authority to retain outside vendors, professionals/experts or to utilize extraordinary services must be obtained in advance from the Claims Professional and MUST be notated in the invoice.

Pg. 17 **Cybersecurity (NEW SECTION)**

**These Guidelines must be reviewed and this letter dated, signed by a partner with authority and returned confirming receipt, review and adherence to the revised Guidelines and attachments.** Please return the signed letter on/by June 30,2025 to:

[Claimsvendormanagement@archinsurance.com](mailto:Claimsvendormanagement@archinsurance.com)

Sincerely,



Debra McCabe-Thau  
VP Shared Services/Claims  
Arch Insurance Group

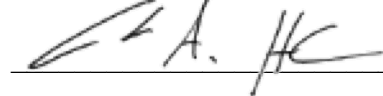
Law Firm Name:

Nicolaides Fink Thorpe Michaelides Sullivan LLP

Partner/Shareholder name:

Charles A. Hafner

Partner/Shareholder signature:



Date:  
June 17, 2025