

## Insurance Institute of Kentucky (“IIK”)

### Memorandum

To: Those Interested in Submitting an Application for an Amicus Curiae Brief

From: IIK Standing Committee on Amicus Curiae Briefs

Subject: Application Form

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This memorandum contains the application form to be used when requesting that IIK file an amicus curiae brief.

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### APPLICATION FORM

Please complete the following Application Form and submit it by email attachment to [amicus@iiky.org](mailto:amicus@iiky.org). If expedited consideration is necessary, please briefly explain this in the cover e-mail. For questions and information, please contact the Standing Committee on Amicus Curiae Briefs at [amicus@iiky.org](mailto:amicus@iiky.org).

1. **Submitting Entity.** List the entity(ies) submitting the application, with the name, telephone number and e-mail address of at least one contact person for each entity.
2. **Current Caption of Case.** Give the complete caption of the case and attach copies or links to any briefs that have been filed, including where applicable, the petition for writ of certiorari and the response.
3. **Caption in the Court Below.** Give the complete caption of the case from which the appeal is taken, and attach a copy of the opinion or order.
4. **Related Cases.** List, by complete captions, any known related cases that are also pending before the court.
5. **Amicus Due Date.** State the date by which the proposed IIK amicus brief must be filed.
6. **Question(s) Presented.** State the full question(s) presented.
7. **Position to be Asserted.** Briefly state the position to be asserted in the proposed brief.
8. **Summary of Facts.** Briefly state the facts of the case that are relevant to the position to be asserted.
9. **Why IIK Should Participate.** Briefly state why IIK participation as an amicus is important and how its participation would assist the court in reaching its decision.

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10. **Disclose of Personal/Professional Interest in Case.** List each individual or organization participating in the decision to submit the application who has or had any personal or professional interest in the case, and the bases for that interest.
11. **Drafters.** Give the names, firm connections and contact information of those who have agreed to draft the proposed brief whom you believe have the necessary expertise to draft the brief.
12. **Submission of Application.** Please submit the completed application and all attachments by email to [amicus@iiky.com](mailto:amicus@iiky.com).