**Step-1: Inform the Client (CL):**

* + - Clearly explain the fee structure to the client, emphasizing the additional 33.3% charge.
    - Ensure the client understands the process and fees involved.

Step-2: **Contact the PD (Property Damage) Adjuster:**

* Call the PD adjuster to initiate the property damage (PD) process.
* Express your intention to start the diminished value (DV) process.
* This communication can be done over the phone or through email.

Step-3: **Submit Documents to Adjuster:**

* Provide the PD adjuster with necessary documents, such as estimates.
* Be prepared for additional requests, such as filling out forms.

**Step-4: Follow Up with Adjuster:**

* Since adjusters may take time, follow up to ensure the process is moving forward.
* Promptly respond to any additional requests for information.

Step-5: **Review Adjuster's Offer:**

* Once the adjuster provides an offer, review it.
* Discuss the offer with the client to determine if it's acceptable.

**Step-6: Use Diminished Value Assessment Website:**

* If the client is dissatisfied, use https://www.diminishedvalueassessment.com to compare the amount offered.
* Note that there may be a fee for using this service.

Step-7: **Negotiate with Adjuster:**

* Submit the assessed amount to the adjuster and attempt to negotiate a higher settlement.
* Keep the client informed during the negotiation process.

Step-8: **Release Agreement:**

* Upon reaching an agreement, the adjuster will send a release agreement.
* Have the client sign the release and send it back to the adjuster.

**Step-9: Payment to Law Firm:**

* Once the adjuster receives the signed release, they will issue payment to the law firm.
* Ensure the check includes both the law firm and the client's name.

Step-10: **Client Payment:**

* After deducting the 33.3% fee, the law firm issues a check to the client.
* Notify the client when the payment is ready for pickup or delivery.

Step-10: **Final Notification to Client:**

* Once all payments are processed, notify the client that the entire claim process is complete.

This process involves effective communication with the client, collaboration with the adjuster, and careful handling of paperwork and negotiations. Always ensure transparency and keep the client informed at each stage of the diminished value claim process.