



FEMA

W-22022

December 28, 2022

MEMORANDUM FOR: Write Your Own (WYO) Principal Coordinators

FROM:

A handwritten signature in black ink, appearing to read "Jeffrey Jackson".

Jeffrey Jackson
Assistant Administrator (Acting) for Federal Insurance
Mitigation Administration

SUBJECT: January 2023 Version of the *NFIP Litigation Manual* Posted Online

The updated edition of the *National Flood Insurance Program Litigation Manual* (effective January 1, 2023) is now available online at <https://nfipservices.floodsmart.gov/insurance-manuals>. This Manual also includes appendices containing a sample Case Plan & Budget, the SALAE3 billing requirements for Outside Counsel, and a sample proposed discovery order.

Effective January 1, 2023, the January 2023 version of the *NFIP Litigation Manual* supersedes any prior litigation manual or any other FEMA guidance that addresses the defense of Write Your Own NFIP litigation, including, without limitation, the *2018 National Flood Insurance Program Litigation Manual* and any sections of the *October 2021 National Flood Insurance Program Claims Manual* that address WYO NFIP litigation (see, e.g., pp. 341-344 of that document).

Please contact the WYOT at FEMA-NFIP-WYO-Litigation@fema.dhs.gov if you have any questions.

cc: Vendors, IBHS, FIPNC, Government Technical Representative

Required Routing: All Departments