

# LIABILITY CLAIMS ROADMAP

When someone is Claiming Damage or Injury Resulting from the Action/Inaction of the Municipality.

Gloucester, Salem,  
Cumberland Counties  
Municipal Joint  
Insurance  
Fund  
Established in 1991  
South Jersey Communities Securing Their Future



## Step 1

Notice of Claim received by the municipality. Complete Liability ACORD form found @ [www.tricojif.org](http://www.tricojif.org).

## Step 2

Forward Notice of Claim and Liability ACORD form by email to Liability Unit Supervisor and Fund Solicitor with a copy to the Claims Coordinator.

## Step 3

Qual-Lynx's assigned adjuster forwards the Tort Claims Act Questionnaire (TCQ) to claimant/attorney with a copy to Claims Coordinator/Fund Solicitor.

## Step 4

Completed TCQ received from claimant/attorney by Qual-Lynx w/copy provided to Claims Coordinator/Fund Solicitor.

## Step 5

If Municipal Clerk is served with Summons & Complaint forward it to the Claims Coordinator. Claims Coordinator shall send it to Liability Unit Supervisor and Fund Solicitor.

## Step 6

Fund Solicitor will copy Claims Coordinator on defense counsel assignment letter. Defense counsel and Qual-Lynx adjuster will be listed as contacts.

## Qual-Lynx Liability Adjusters

### Liability Unit Supervisor:

Barbara Maclean

[bmaclean@qual-lynx.com](mailto:bmaclean@qual-lynx.com)

609.833.2916

### Liability Unit Assistant Supervisor:

Susan Mooney

[smooney@qual-lynx.com](mailto:smooney@qual-lynx.com)

609.833.2902

### Fund Solicitor:

David DeWeese

[david@deweese-lawfirm.com](mailto:david@deweese-lawfirm.com)

609.522.5599



The entire Claims team will walk you through every step of the claims process and take actions on your behalf if necessary.