

LIABILITY CLAIMS ROADMAP

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



Step 1 Notice of Claim received by the municipality. Complete [Liability ACORD form](#) found @ 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 Claims

Qual-Lynx Main Number:
609-653-8400

Liability Unit Supervisor:
Susan Mooney
smooney@qual-lynx.com

Phone: 609.833.2902
Cell: 609.277.1726
Fax: 609.601.3188

Fund Solicitor:
David DeWeese
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609.522.5599

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