

# LIABILITY CLAIMS ROADMAP

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



## Qual-Lynx Liability Claims

**Qual-Lynx Main Number:**

609-653-8400

**Liability Unit Manager:** Dominic Spaventa

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Phone: 609.833.9362

**Fund Solicitor:**

David DeWeese

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609.522.5599

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### 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.

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

