



CLAIMS BULLETIN

March, 2011

The Importance of Timely Claim and Lawsuit Reporting

It is extremely important that each member report claims in a timely manner. Every claim occurrence, claim communication and/or lawsuit should be reported to LGIT promptly. LGIT Claim Forms can be found at www.lgit.org. The claim notification or paperwork can be scanned and e-mailed to your assigned Claims Analyst or faxed to **443-561-1739**. If you are unsure of what steps to take, please call us at **1-800-673-8231**.

PROPERTY LOSSES

Claims for damage to our members' property are a priority at LGIT. Damage to buildings and contents must be reported promptly so that LGIT has an opportunity to timely inspect the property, document the damage, determine the cause and origin of the loss, determine coverage, and identify recovery potential. Early reporting allows LGIT to more quickly determine the nature and scope of the damage and to assist members with clean-up, mitigation of further damage, and restoration of the property.

Please remember that property losses that occur during natural disasters and catastrophic events *must first be reported to LGIT*. Although FEMA may provide disaster recovery assistance to local governments following a disaster, FEMA assistance is secondary to insurance coverage. FEMA will not pay for any loss that is covered by insurance.

LAWSUITS NOTIFICATION

Anytime a local government official, officer, or employee is served with legal process (a lawsuit, writ of summons and/or other court order) it should immediately be forwarded to your local government's assigned LGIT Litigation Analyst. Please provide the following information with the paperwork:

- Date of service on each defendant named in the lawsuit;
- How service of process was made (private process server, mail); and
- Who received the service of legal process.

Remember, the time for responding to a lawsuit or other legal process begins to run from the date it is served. *Do not assume that LGIT is aware of the lawsuit simply because a claim was previously reported to LGIT*. Failure to respond can have severe repercussions, including the entry of judgments by default. Remember, as soon as LGIT is notified of a lawsuit, the sooner we can begin building your defense.