

# 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.burlcojif.org](http://www.burlcojif.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 the claimant/attorney with a copy to Claims Coordinator and Fund Solicitor.

**Step 4** Completed TCQ received from claimant/attorney by Qual-Lynx with a copy provided to Claims Coordinator and 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 Manager:**  
Dominic Spaventa  
[dominic.spaventa@qual-lynx.com](mailto:dominic.spaventa@qual-lynx.com)  
Phone: 609.833.9362

**Fund Solicitor:**  
David DeWeese  
[david@deweese-lawfirm.com](mailto:david@deweese-lawfirm.com)  
Phone: 609.522.5599

Updated 4/2024



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