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.

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.

Burlington County Municipal Joint Insurance Fund
Established in 1991
South Jersey Communities Securing Their Future

Qual-Lynx Liability Claims

Qual-Lynx Main Number:
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Updated 3/2022

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