



MONTANA MUNICIPAL INTERLOCAL AUTHORITY
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RISK MANAGEMENT BULLETIN

DATE: January 25, 2012

RM Bulletin #04-12

TO: MMIA Member Cities & Towns

RE: Reporting Claims & Lawsuits

It is imperative and in MMIA Members' best interest to report claims and lawsuits to the MMIA **IMMEDIATELY** upon notice of the claim or receipt of the complaint. Immediate reporting allows the MMIA to promptly assess coverage, conduct an effective and timely investigation of the claim, assign defense counsel if necessary and meet court deadlines in responding to lawsuits/complaints.

Recently the MMIA received a Complaint and Summons from a Member wherein the Court required a response within 20 days. The Summons/Complaint was received by the Member on December 7, 2011 but not sent to the MMIA until December 16, 2011. As a result, 9 days of the 20-day deadline had elapsed before the MMIA was even aware of the Summons/Complaint, let alone had the opportunity to review for coverage, assign defense counsel and respond to the Court.

The easiest way to report a claim is to submit it electronically utilizing our website www.mmia.net. In the case of a complaint, you can scan it and send via email to liability@mmia.net or fax it to 406-449-7440.

To speak with an MMIA claims representative, call 800-635-3089.