

## How to Handle Legal Documents

Risk Alert April 2018

Risk Alert

[www.usipwa.us](http://www.usipwa.us)

The proper handling of legal documents is vitally important. Please note the following procedures for reporting lawsuits or written demands -- if served with a Summons and Complaint and/or demand, please forward a copy **immediately** to Clear Risk Solutions' Claims Department for coverage determination:

- Email to: [claims@chooseclear.com](mailto:claims@chooseclear.com); or
- Fax to: (509) 754-3406; Attention: Claims Department; or
- Express Mail: Clear Risk Solutions  
451 Diamond Drive  
Ephrata, WA 98823;
- Call to confirm Clear Risk Solutions' receipt of the Summons & Complaint;
- Send a copy to the agent and retain a copy for your file; and
- **Do not admit responsibility or agree to pay damages.**

Summons and Complaints are time-sensitive. If the documents are not handled properly, serious costs could be incurred. Please provide this information to any staff who may receive these types of documents. We recommend the procedure listed above be included in your school and district's policy manual.

If you have any questions regarding this information, please contact your local broker, or contact our office for further assistance.

