



Claims Reporting Guidelines for the Insured

These guidelines should be followed to assist Monitor Liability Managers, Inc. in providing prompt, efficient claims service.

Claim Notices

All claim notices shall be sent to Monitor Liability Managers, Inc., Attention: Claims Department. The notices must be reported as required by the policy to avoid problems regarding timely notice. The address of the Monitor Claims Department is as follows:

Monitor Liability Managers, Inc.
Claims Department
2850 West Golf Road ▪ Suite 800 ▪ Rolling Meadows, IL 60008-4039
Mr. Jason A. Fogg – Vice President – Claims
Phone: (847) 806-6590
Claims Dept. Fax: (847) 806-4017
E-mail: newclaim@monitorliability.com

Notice of Claim Requiring Immediate Action

If immediate action on the notice is needed, the insured should express mail the notice to Monitor's Claims Department. Situations requiring immediate action may include:

1. The insured being served with a summons and complaint.
2. The insured needs to provide a response to the claimant immediately.

Written Notice Required from the Insured

The claim notice should include a written narrative of the circumstances surrounding the claim or potential claim. The narrative should include, but not be limited to:

1. Names of the insureds, policy number and effective dates.
2. Names and addresses of the claimant.
3. Details of the underlying claim, including its current status and the amount in controversy or relief demanded.
4. All pertinent letters or documents necessary to properly evaluate the claim.

Please provide duplicate copies to your professional liability insurance agent of all claim notices and correspondence sent directly to Monitor Liability Managers, Inc.