

Summons and Complaint and Notice of Tort Claim Action Checklist

RECEIPT of Summons and Complaint

- [] Date stamp Summons and Complaint
- [] **SEND** Summons and Complaint to Qual-Lynx with a copy to JIF Solicitor via email immediately
 - Barbara Maclean bmaclean@qual-lynx.com
 - Karen Berenato kberenato@qual-lynx.com
 - Patrick Madden, Esq. pjm@pjmaddenlaw.com

RECEIPT of Tort Claims Act letter from claimant or claimant's attorney

- [] Date stamp the letter and save the envelope
- [] **SEND** letter and envelope using **Tort Transmittal Form** via email to
 - Barbara Maclean bmaclean@qual-lynx.com
 - Karen Berenato kberenato@qual-lynx.com
 - Patrick Madden, Esq. pjm@pjmaddenlaw.com
- [] **SEND Notice of Tort Claim Form** to claimant or claimant's attorney with cover letter from district
 - Notice of Tort Claim form
 - Sent certified mail, return receipt requested
 - NOT REQUIRED FOR SUMMONS AND COMPLAINT
- [] **RECEIPT of return receipt card (green card)**
 - Retain it in your records and transmit to Qual Lynx
- [] **RECEIPT of Completed Notice of Tort Claim Form**
 - Date stamp the completed Tort Claim Form
 - Send to Qual-Lynx and Madden via email

ALL Notices of Claim (TCA Notices and Summons and Complaints)

- [] **COMPLETE Third Party Liability Loss/Claim Reporting Form** and send to Madden and Qual Lynx via email
- [] **PROVIDE** Qual-Lynx and Madden with
 - Internal accident reports, Incident Report and Police Reports
 - Video, photos, audio or other media of the incident or incident location
 - If student claimant, student demographics
 - Internal contact person
 - Other information that may assist