



MONTANA MUNICIPAL INTERLOCAL AUTHORITY  
PO Box 6669  
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## RISK MANAGEMENT BULLETIN

Please distribute to all appropriate personnel and post in a conspicuous place.

**DATE:** January 25, 2012 **RM Bulletin #04-12**

**TO:** MMIA Member Cities & Towns

**FROM:** Ann Komac, Claims Manager

**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 forwarded 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 e-file it utilizing our website at [www.mmia.net](http://www.mmia.net). In the case of a complaint you can scan it and send via email, or fax it to the MMIA Claims Dept. The contact information for the Claims Department staff and fax number are listed below:

Ann Komac [akomac@mmia.net](mailto:akomac@mmia.net)  
Mark Gauthier [mgauthier@mmia.net](mailto:mgauthier@mmia.net)  
Denise Jensen [djensen@mmia.net](mailto:djensen@mmia.net)

Linda Coombs [lcoombs@mmia.net](mailto:lcoombs@mmia.net)  
Richard Allums [rallums@mmia.net](mailto:rallums@mmia.net)  
FAX: 406-449-7440

***The MMIA requests you include more than one staff member in your email or fax to ensure it is addressed timely in the event staff is traveling, on vacation or out of the office for other reasons. The easiest and most effective way to do this is to set up a MMIA Claims Department group in your contact folder and include all of the email addresses listed above. Upon receipt of a lawsuit/complaint simply forward it to the group.***

For more information or if you have questions, please contact me, Ann Komac, at 800-635-3089.