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## 2603 FORMAL NOTIFICATION OF THIRD PARTY CLAIM

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Subject: Risk Management & Insurance  
Effective: December 1986  
Revised: May 2011  
Last Reviewed: April 2016  
Resp. Office: Risk Management & Insurance  
Approval: Risk Management & Insurance

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### PURPOSE

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To notify the Office of Risk Management & Insurance of any actual or potential third party claim against the University.

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### POLICY

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1. Upon the receipt of a claim, e.g., a letter of representation from an attorney, a summons and complaint, or contact by an attorney, investigator or other person regarding a claim for damages for personal injury, the employee or department affected is to notify immediately the Office of Risk Management & Insurance. When such contact involves receipt of a claim-related summons and complaint, the recipient is to transmit immediately the subject summons and complaint to the Office of General Counsel with a copy to the Office of Risk Management & Insurance. Strict adherence to this policy is essential as failure to respond in a timely manner may prejudice the rights of the University.
2. The Office of Risk Management & Insurance will undertake an investigation of the incident and manage all further contact with the claimant or claimant's attorney in consultation with the Office of General Counsel.
3. Except as authorized by the Office of Risk Management & Insurance or the Office of General Counsel, only representatives of the Office of Risk Management & Insurance or the Office of General Counsel may discuss or otherwise transmit information to anyone concerning a claim for damages for personal injury or related litigation to which the University is a party.
4. No department other than the Office of General Counsel may accept service of any claim related summons, letter of representation or complaint.