

# ***U.S. Risk Underwriters***

## **CLAIM REPORTING PROCEDURES**

All claims or incidents which might reasonably be expected to fall within the coverage provided by your Insurance Policy should be immediately reported to the program claim administrator Western Litigation, Inc. ("WLI"). The preferred method for reporting such claims or incidents is via email to—

[newclaimsreporting@westernlitigation.com](mailto:newclaimsreporting@westernlitigation.com)

Claims or incidents can alternatively be reported to Western Litigation, Inc. c/o Roxanne Cox via Fax to 469.249.6953 or via U.S. Mail to Western Litigation, Inc. c/o Roxanne Cox--New Claims Reporting, 8401 N. Central Expressway, Suite 900, Dallas TX 75225.

**To assist us in expediting the handling of your new claim/incident, please provide the following information when reporting a claim:**

1. **Named Insured** \_\_\_\_\_.
2. **Policy Number** \_\_\_\_\_.
3. **Insured Contact** \_\_\_\_\_.

WLI personnel will review all claims notices upon receipt and an assigned handler will contact the Insured Contact listed above. **Please ensure you provide an accurate phone number or email address for the Insured Contact listed above.**

If you have any questions regarding the reporting of a claim, please contact Roxanne Cox. Her contact information is set forth below:

Roxanne Cox  
Sr. Business Administrator  
Western Litigation, Inc.  
214.265.4980  
[Roxanne\\_Cox@westernlitigation.com](mailto:Roxanne_Cox@westernlitigation.com)

