



# ILLINOIS PARKS ASSOCIATION RISK SERVICES

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## CLAIM REPORTING INSTRUCTIONS

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TO REPORT A CLAIM - FOLLOW THESE INSTRUCTIONS

For Your:

- ◆ General Liability Coverage
- ◆ Automobile Liability Coverage
- ◆ Law Enforcement Liability Coverage
- ◆ Public Officials Liability Coverage
- ◆ Automobile Physical Damage Coverage
- ◆ Property Coverage
- ◆ Boiler & Machinery Coverage

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**FAX, E-MAIL, MAIL OR TELEPHONE ALL CLAIMS TO:**

**IPARKS CLAIMS**

c/o Public Entity Risk Services (PERS)  
5701 Greendale Road  
Johnston, Iowa 50131  
Telephone: (866) 964-6257  
Fax: (800) 693-9610  
E-mail: [MAkers@iparks.org](mailto:MAkers@iparks.org)

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**IF NOTICE OF SUIT IS RECEIVED, FAX THE SUMMONS AND COMPLAINT IMMEDIATELY**

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- ◆ Do **NOT** assume or admit responsibility.
- ◆ Do **NOT** reveal your coverage limits of liability.
- ◆ Document your file with reports of all employees/officials involved.
- ◆ Make **NO** statement to anyone except your legal counsel or IPARKS Representative.

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**BE PREPARED TO INCLUDE WITH YOUR REPORT:**

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- ◆ Your certificate number.
- ◆ Member name.
- ◆ Member address.
- ◆ Name of department involved.
- ◆ Name and phone number of official to be contacted.
- ◆ The official summons and notice of claim.

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**KEEP THIS FORM WITH YOUR COVERAGE CERTIFICATE**

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