



## Liability Claim Checklist

### ***Checklist of steps to take in the event of a liability claim:***

1. Report claim within 24 hours to Cavignac & Associates (619-234-6848). After hours, call 877-706-7731.
2. Conduct detailed interviews and perform investigations.
3. Check for injuries but DO NOT render any medical treatment other than first aid
4. Describe injuries and/or property damage
5. Identify and speak to all witnesses. Take their statements with the Claim Notification Form. Speak to all retailers about witnesses.
6. Photograph accident scene and damaged property.
7. Secure all records for formal investigation
8. Preserve all evidence
9. Obtain security report
10. Do NOT discuss or give statements to anyone other than your insurance agent or insurance carrier.