

**Professional Liability Programs Division  
U.S. Risk Underwriters**

**CLAIM REPORTING PROCEDURES**

All claims or incidents which might reasonably be expected to give rise to a claim under your Insurance Policy should be immediately reported to the program claim administrator Western Litigation, Inc. ("WLI"). A "Claim" under your policy includes any written demand for monetary damages, and includes but is not limited to receipt of service of a lawsuit or notice of arbitration proceedings filed against an Insured. For ease in reporting claims and incidents we offer the following reporting options:

1. **Via Email:** [newclaimsreporting@westernlitigation.com](mailto:newclaimsreporting@westernlitigation.com)
2. **Via FAX:** 469.249.6953
3. **Via Telephone:** 800.557.0797
4. **Via Mail:** 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 e mail address for the Insured Contact listed above.**

**Key WLI Contacts:**

Roxanne Cox, Sr. Business Administrator 214.265.4980  
[Roxanne\\_cox@westernlitigation.com](mailto:Roxanne_cox@westernlitigation.com)