**COLORADO SPECIAL DISTRICTS PROPERTY AND LIABILITY POOL (CSD POOL)**

**Public Entity Liability Coverage**

**Additional Coverage B: Pre-Loss Legal**

**Request/Intake Form**

*Version: 12.11.2024*

**Directions**

* Please fill out the form below when making a request for pre-loss legal assistance, under Additional Coverage B of the CSD Pool Public Entity Liability Coverage Document (CSD Pool PEL Coverage Document).
* Please respond to each question below; if a question is not relevant, indicate your response with an “n/a.”

Pre-Loss Legal Assistance is limited coverage to address issues arising under the CSD Pool PEL Coverage Document that have not yet been developed into a claim, action or suit; or for the defense of an audit, investigation, administrative action, or similar process commenced by a state/federal agency that enforces employment, labor, or worker safety laws. If coverage for pre-loss assistance is approved by the Claims Administrator, the CSD Pool will assign one of its panel attorneys. Pre-loss legal assistance is subject to a limit of $5,000 any one potential Occurrence, Wrongful Act, or audit defense not to exceed $10,000 per Member each Coverage Period.

For your reference, Additional Coverage B (Pre-Loss Legal Assistance) of the CSD Pool PEL Coverage Document may be found at the following link: <https://csdpool.org/documents>.

Return the completed request/intake form by email to the following addresses to ensure that your request is processed quickly:

* Cindy Tucker, Claims Supervisor, [cynthia.tucker@sedgwick.com](mailto:cynthia.tucker@sedgwick.com)
* Kevin Small, Claims Examiner, [kevin.small@sedgwick.com](mailto:kevin.small@sedgwick.com)
* Paula Lowder, Claims and Member Develop Manager, McGriff, [Paula.Lowder@mcgriff.com](mailto:Paula.Lowder@mcgriff.com)

**Request Information**

|  |  |
| --- | --- |
| Name of Member District |  |
| Does this Member District have Public Entity Liability Coverage through the CSD Pool? |  |
| Does the Person/Requester below have authority to submit this request on behalf of the District |  |
| Name of Requester |  |
| Email Address of Requester |  |
| Phone of Requester |  |

**Questions**

1. Does this situation relate to any current or prior public entity liability claims filed with the CSD Pool?

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2. Please describe the Member’s need for pre-loss legal assistance – and this situation relates to a potential Occurrence, Wrongful Act, or audit defense in Additional Coverage B:

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3. Please describe the emergent nature of this situation:

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4. Does your District understand the dollar limits of this coverage?

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| --- |
| Yes / No – Because? |

5. Does your District understand that the Claims Administrator will assign pre-loss legal counsel?

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| Yes / No – Because? |

6. Does your District understand that if a claim is later filed, that the CSD Pool will make a separate coverage determination under other provisions of the CSD Pool PEL Coverage Document?

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| Yes / No – Because? Yes. . |

7. Does your District understand that if a claim is later filed, and coverage is provided under other provisions of the CSD Pool PEL Coverage Document, that the CSD Pool reserves the right to assign panel counsel, which may or may not be the same counsel as any providing pre-loss legal assistance?

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| Yes / No – Because? |