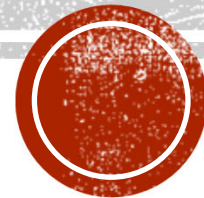


CLAIMS



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STEP ONE: NOTICE

To bring an action against Dane County, §893.80 of the Wisconsin Statutes requires the claimant to send notice/demand to the Dane County Clerk within 120 days of the event.

- County Clerk forwards all notices to Risk Mngt.
- The notice should contain enough information to allow the County to investigate and evaluate the claim. The notice should also contain an itemized statement of the relief sought. No special forms are required to file a claim.



STEP TWO: INVESTIGATION

Dane County Risk Mngt. notifies WMMIC and collaborates, using all available information to make a determination:

- Was Dane County involved?
- If County was involved, did it cause the loss?
- If County caused the loss, are there any defenses or immunities?



STEP THREE: PAY OR DENY

- If Dane County is liable, and the claimant accepts settlement, then WMMIC pays the settlement.
- If Dane County is not liable or if there is a dispute, *WMMIC contacts Risk Mngt. and recommends the claim be disallowed.*
 - *Risk Mngt. reviews WMMIC's recommendation(s).*
 - *Risk Mngt. sends PP&J written disallowance request(s) prior to the next meeting.*
- If no questions, it gets placed on the Board's agenda if PP&J Members have no questions



STEP THREE: PAY OR DENY

- PP&J reviews and votes to approve or deny the disallowance(s).
- Claimant is notified in writing of the disallowance.
 - Once disallowed, claimant can file the claim in State Court within 6 months after receipt of the disallowance notice.
 - If Claimant files in State Court more than 6 months after receipt of denial notice or without filing with the County Clerk first, the State Court may dismiss the claim.



WHEN ARE CLAIMS CONSIDERED IN CLOSED SESSION?

Wis. Stat. § 19.85(1)(g) authorizes (but does not require) a closed session when these four criteria are met:

1. Conferring with Dane County Corporation Counsel.
2. For oral or written advice.
3. Concerning strategy.
4. With respect to litigation in which the County is involved or in which the County is likely to become involved.



RISK MNGT. FOCUSES ON THE PREVENTION OF CLAIMS

