



**Colorado Special Districts
Property and Liability Pool**

CLAIM REPORTING

Report all claims to: **TRISTAR Risk Management, Inc. (TRISTAR)**
P.O. Box 2805
Clinton, IA 52733-2805
Toll-Free: 800-318-8870 Ext. 1
Fax: 720-962-0301
Email: CSDPool@tristargroup.net

WORKERS' COMPENSATION:

All claims should be reported to TRISTAR via the CSD Pool's toll-free phone number listed above. The workers' compensation claim contacts at TRISTAR is provided in this section for your use in contacting claims personnel directly. In the event of serious injuries or, those of a questionable nature, immediately contact TRISTAR by telephone.

Any lawsuits, charges, notices of claim, or any other such demands from any attorney claiming to represent an injured worker must be immediately sent to TRISTAR along with any documents attached to those suits, charges, notices, or demands. It is especially important to make a notation of when the district received or was served with any of the above.

It is very important to list all known witnesses and take their statements as well as to record complete and accurate documentation that you obtain from all parties who may have an account of the accident/claim.