

# ***ARCHDIOCESE OF WASHINGTON***

Protected Self-Insurance Program

# ***ARCHDIOCESE OF WASHINGTON***

## ***SUMMARY OF COVERAGE***

*This summary has been prepared as a guide to the coverage provided through the Protected Self-Insurance Program. The program covers the Archdiocese of Washington and the parishes, schools, institutions and agencies organized within the Archdiocese that participate in the program. As used in this summary, references to the terms “Archdiocese” and “Parish” are applicable to any parish, school, agency or other entity of the Archdiocese of Washington which is covered under this program. The following information is presented to answer basic questions about what is covered and what to do in case of a loss or claim.*

*The information in this booklet is a summary of the coverage, limitations and exclusions under the program and is not intended to detail all of the specific provisions contained therein. Specific extensions, conditions, and limitations are shown on the actual Certificate on file at Central Pastoral Administration. If there is a conflict between a statement in this Summary and the actual Certificate, the terms of the Certificate control.*

## **PROTECTED SELF-INSURANCE PROGRAM**

On December 1, 1985, the Archdiocese of Washington entered into a Protected Self-Insurance Program in order to maintain cost effective and comprehensive insurance coverage. The plan is administered for the Archdiocese by:

*Catholic Mutual Group  
200 N. Glebe Road, Suite 714  
Arlington, Virginia 22203  
(703) 841-1214*

The Protected Self-Insurance Program is a comprehensive insurance plan providing uniform coverage for all parishes, schools, institutions and agencies organized within the Archdiocese of Washington. A layer of coverage is provided through a fund directly owned and supported by the Archdiocese and its parishes, schools, agencies and institutions. The excess layers of coverage are provided by Catholic Mutual Group. Catholic Mutual Group is a non-profit, relief society, owned and operated by the Catholic Church. Subject to coverage limitation, claims are initially paid directly out of the Archdiocese's property-casualty loss fund. In cases where claims exceed the Archdiocese's limits or deductibles (retentions), additional payments are made by Catholic Mutual Group. The participating parishes, schools and agencies provide the funding for the Archdiocese's property-casualty loss fund, the excess coverage and administration of the entire program by Catholic Mutual Group.

### **Risk Management**

The cost of any insurance program is largely a factor of loss experience and claims payments. To assist all participating parishes or agencies in keeping claims payments and loss experience low, Catholic Mutual Group provides expert claims handling, on-site risk management inspections, written inspection reports, contract review and other risk management services. All locations benefit when each location promptly addresses potentially hazardous or unsafe conditions.

## **PROPERTY COVERAGE**

Covers property of every kind and description (meaning all Real and Personal Property, your interest in improvements and betterments to buildings you do not own and property you agree to protect by written contract, subject to certificate limitations.)

### **PERILS**

Covers direct physical loss to property on an all risk basis. Some of the common causes of loss included are:

- fire
- lightning
- wind
- hail
- explosion, (other than steam boiler explosion which is covered under boiler and machinery coverage)
- riot
- civil commotion - unlawful uprising of three or more people
- aircraft and vehicle damage
- smoke - must be sudden and accidental
- vandalism
- theft
- sewer backup

**(NO COINSURANCE REQUIREMENT FOR REPLACEMENT COST BASIS OR ACTUAL CASH VALUE BASIS)**

### **DEDUCTIBLE**

A \$1,250 applies to each occurrence. **Exception:** Once the Archdiocese has reached the annual aggregate limit for all losses, a \$2,500 per location deductible applies to “Wind and Hail” losses.

### **AUTOMATIC COVERAGE**

Covers newly acquired property up to \$10,000,000 used solely for church-related purposes. However, Catholic Mutual Group should be notified immediately upon acquisition.

### **DEBRIS REMOVAL**

Covers expenses incurred in the removal of debris from covered property that may be occasioned by loss from a covered peril, not exceeding the limit of coverage for the total loss.

## **FLOOD DAMAGE**

Covers property damage by flood from overflow of streams or other bodies of water. A \$10,000,000 per occurrence/ annual aggregate limit is provided.

## **EARTHQUAKE**

Covers losses resulting from earthquake or volcanic eruption, explosion or effusion up to a limit of \$5,000,000 per location with a \$25,000,000 per occurrence/annual aggregate limit. A 5% of the building value deductible applies per building in lieu of the self-insured retention.

## **WIND AND HAIL**

Covers wind and hail damage to covered property.

## **PROPERTY IN THE OPEN**

Automatically covers up to \$100,000 for property in the open such as shrines, playground equipment, flagpoles, fences, statues, signs and light poles.

## **GLASS**

All stained glass and plate glass is covered.

## **FINE ARTS**

Fine arts and statues are covered on replacement cost basis up to the first \$100,000.

## **VALUABLE PAPERS AND RECORDS**

Coverage for the reasonable cost and expense to restore or replace books of account and other valuable records damaged as the result of a covered peril.

## **TREES, SHRUBS, PLANTS**

\$50,000 per occurrence for damage caused by fire, lightning, explosion, riot, civil commotion, or aircraft. Includes debris removal.

## **PROPERTY OF OTHERS**

\$50,000 in coverage for property of others used for your specific benefit. Excess to other valid and collectible insurance.

## **PROPERTY OF EMPLOYEES**

Property of Others coverage includes employees' personal property damaged while on a covered premises. **Theft** of property is **excluded**. Coverage applies in excess of employees' personal insurance.

## **RELIGIOUS ADDITIONAL EXPENSES**

\$25,000 per occurrence for additional living expenses of each Religious after a covered loss.

## **PRESERVATION OF PROPERTY**

Physical loss or damage to covered property while it is being moved from a covered location or stored at another location due to the need to preserve said property.

## **FIRE EQUIPMENT RECHARGE**

Up to \$10,000 to refill your fire protection equipment if they accidentally discharge or discharge as intended to control a covered loss.

## **APPRAISAL OR INVENTORY**

Up to \$10,000 for the taking of inventory and appraisals incurred by you at our request to assist in determination of loss amount.

## **LOCK & KEY REPLACEMENT**

Up to \$5,000 for necessary replacement of locks and keys following a burglary, robbery or mysterious disappearance of keys.

## **POLLUTANT CLEAN-UP**

Up to \$15,000 to extract pollutants from land or water at a Covered Location if the release, discharge or dispersal of the pollutants is caused or results from a Covered Peril that occurs during the Certificate Period. The expense will be paid only if they are reported in writing within 180 days or the earlier of:

- 1) The date of direct physical loss or damage; or
- 2) The end of the Certificate Period.

## **COMBINED ADDITIONAL (PROPERTY) PROTECTION**

**Coverage included in the Combined Additional Protection blanket limit of \$5,000,000 per occurrence/\$10,000,000 annual aggregate are as follows:**

### **ORDINANCE OR LAW**

Coverage for the demolition of the undamaged and damaged portions and the increased cost of reconstruction in conformity with the requirements of building laws following a loss from a covered peril.

### **LOSS OF INCOME/EXTRA EXPENSE**

Coverage for actual business loss and necessary expenses incurred to resume normal business operations following a loss from a covered peril for up to 18 consecutive months.

### **ELECTRONIC DATA PROCESSING EQUIPMENT**

Coverage for direct physical loss or damage to computer hardware, media, software and data as a result of a covered peril.

### **MOBILE EQUIPMENT**

Coverage for direct physical loss or damage to mobile equipment as a result of a covered peril. These items are covered on an actual cash basis.

### **VALUABLE PAPER AND RECORDS**

Coverage for the reasonable cost and expense necessary to restore or replace books of account and other valuable records damaged as a result of a covered peril. It is recommended that such books of account be kept in fireproof storage and copies of computer data/backup are stored off-site.

### **ACCOUNTS RECEIVABLE**

Coverage for costs incurred as a result of a direct physical loss or damage to records of accounts receivable damaged as a result of a covered peril.

## **CRIME COVERAGE**

### **EMPLOYEE FIDELITY**

Protects against the economic loss of dishonest acts of employees or volunteers.  
Limit of coverage of \$500,000 per year, unless specifically scheduled.

### **THEFT**

Covers money, securities, fine arts and other property not otherwise covered.  
Limited to \$500,000 per occurrence.

### **DEPOSITOR'S FORGERY**

Covers losses by forgery or alteration of checks, drafts, promissory notes, and bills of exchange. Limited to \$500,000 per occurrence.

## **EQUIPMENT BREAKDOWN**

Comprehensive coverage applying to loss arising out of any sudden and accidental breakdown of any boiler, fired or unfired vessel, refrigeration system, piping and accessory equipment, mechanical or electrical machine or apparatus which generates, controls, transmits, transforms or utilizes mechanical or electrical power.

Coverage is provided with a \$100,000,000 limit per accident on a repair or replacement cost basis. A deductible of \$5,000 per occurrence for direct loss and 12 hours for indirect loss is applicable.

Coverage Includes:

- Property Damage (included in accident limit)
- Business Interruption/Extra Expense (included in accident limit)
- Service/Utility/Off Premises Power Interruption (included in accident limit)
- CFC Refrigerants (included in accident limit)
- Expediting Expense - \$1,000,000 limit
- Defense, Settlement, Supplementary Payments
- Refrigeration Interruption part of \$100,000,000
- Computer Equipment - \$1,000,000 limit
- Hazardous Substance/Pollutants - \$1,000,000 limit
- Perishable Goods/Spoilage/Consequential Damage - \$1,000,000 limit
- Data Restoration - \$1,000,000 limit
- Demolition and ICC/Cost of Construction - \$1,000,000 limit
- Mold - \$10,000 limit
- Newly Acquired Locations are automatically covered for up to 365 days

## **INSPECTION SERVICE**

No additional charge for inspections by qualified boiler and machinery personnel from Hartford Steam Boiler as required by DC or MD for licensing of equipment. Eliminates most City or State boiler inspection fees other than the fee for the actual boiler certificate.

## **PROPERTY COVERAGE EXCLUSIONS AND LIMITATIONS**

There are certain exclusions that apply under the property portion of the program. They are shown on the certificate forms and include the following:

- Buildings and contents losses from settling, shrinkage, or expansion in foundations, walls, floors or ceilings.
- Losses from wear and tear, inherent defect, deterioration, vermin or termites, corrosion, and all other losses of a degenerative nature.
- War and Military action.
- Nuclear damage losses.
- Mechanical or electrical breakdown (except that which is covered under the Equipment Breakdown Coverage), including electrical currents artificially generated unless loss by fire or explosion ensues, then Catholic Mutual Group shall be liable only for the ensuing loss.
- Animals and pets; aircraft; watercraft, automobiles; trailers; semi-trailers or any self-propelled vehicles or machines, except motorized equipment not licensed for use on public thoroughfares and operated principally on the premises of your premises.
- The cost of excavations, grading, backfilling; foundations of buildings; machinery, boilers or engines whose foundations are below the undersurface of the lowest basement floor; underground pilings, piers, wharves or docks, pipes, flues and drains.
- Land (including land on which property is covered), water, growing crops or lawns.
- Unexplained shortages or property losses as a result of any willful or dishonest act by the protected person, or its agents or employees (refer to Crime Coverage).
- Pollution
- Terrorism
- Losses caused by mold that arises naturally due to high relative humidity, lack of ventilation, etc. However, if a covered loss occurs and mold develops “because of the covered loss”, we will cover the mold damage and compliance testing.
- Losses caused by neglect to use all reasonable means to save covered property at and after the time of loss.

## **PREMISES PUBLIC LIABILITY COVERAGE**

Each parish, mission, educational, charitable, and religious institution under the control of the Archbishop is covered for Public Liability. This protects the Archdiocese, the parish, school, agency and any clergyman, religious, employee, parish trustee, or director while acting in the scope of his or her duties and any authorized person while working in the capacity of an agent and/or volunteer, provided that such person is operating within the scope of the duties delegated to such person. The liability coverage also extends to protect any church organization authorized and controlled by the parish or Archdiocese.

The liability portion of the program provides coverage for claims that the Archdiocese and its affiliated entities are legally obligated to pay arising out of bodily injury, property damage, personal injury, advertising injury, and corporal punishment. “Personal Injury” extends to cover such things as false arrest, libel, slander, defamation of character, violation of right of privacy, wrongful eviction, discrimination, shock and mental anguish. “Personal Injury” does not cover liability due to violation of penal statute, liability assumed under a contract, violation of antitrust laws, or employment related claims.

### **“FAULT” DOCTRINE**

The Archdiocese is not legally obligated to pay personal injury or property damage claims until such time that negligence has been established. There are no direct benefits available to injured individuals unless the Archdiocese has been determined to be negligent. All liability claims must be investigated by Catholic Mutual Group before a determination about liability can be made.

## **MEDICAL PAYMENTS COVERAGE**

Covers medical expenses resulting from injuries sustained on covered premises, without weighing the question of the Archdiocese’s legal obligation, are covered up to \$5,000 per person per accident. This coverage is excess to the injured party’s own health coverage. **There are certain exclusions and limitations under the med pay coverage including:**

1. Work-related injuries to employees. Employee on-the-job injuries are covered under Workers’ Compensation insurance.
2. Injuries to students, including those attending religious instruction classes. This applies **only** to Medical Payments Coverage. If a student is injured and a claim is made against the Archdiocese or school, there is protection under the Public Liability Coverage.
3. Injuries sustained during athletic activities.
4. Any tenant or other person regularly residing on the covered premises.

## **ATHLETIC ACTIVITIES**

Liability protection is provided for claims arising out of athletic activities on or off the premises.

## **SPECIAL EVENTS AND SPONSORED ACTIVITIES**

Coverage automatically extends to the Archdiocese and the covered location, without an additional charge, to sponsored events such as carnivals, bazaars, parties, and picnics, held both on and off the premises. Animal or carnival rides and other mechanized rides or equipment must be approved prior to the event. Rides, games, amusements, etc., provided through an independent contractor or outside vendor should be covered by the contractor in accordance with the Contract Review Policy. Outside vendors should indemnify the location and provide proof of adequate insurance coverage that names the Archdiocese and the location as additional insured. To ensure that is completed, all special events, related contracts and activities must first be approved by Catholic Mutual Group.

## **PREMISES**

“Premises” is defined as the area within the confines of the covered property. It can be extended to other locations for occasional parish, school, agency or archdiocesan functions.

## **PRODUCTS**

Protection is provided for liability claims arising out of the consumption or use of food or merchandise, both on and off the premises.

## **OWNER’S PROTECTIVE**

Automatic liability coverage for the parish or location for the additional exposure to accidents as a result of new construction or major remodeling projects; however, all projects of this type should be reported to Catholic Mutual Group before the project begins.

## **TEACHER’S LIABILITY**

All teachers on assignment are covered for liability arising out of their teaching activities. Coverage for alleged corporal punishment is included.

## **CONTRACTUAL LIABILITY**

Extends coverage for certain oral or written contracts or agreements. This does not cover breach of contract by either party. Please be sure to have all contracts and agreements reviewed before signing in accordance with the Contract Review Policy.

## **AUTOMATIC COVERAGE**

Coverage for newly acquired premises used for parish-related purposes; however, Catholic Mutual Group should be notified immediately upon acquisition.

## **DIRECTORS AND OFFICERS (Claims Made form)**

Covers all educational, charitable and religious institutions' boards operated and controlled by the Archdiocese.

## **LIQUOR LIABILITY**

Provides protection for claims arising out of the sale or dispensing of liquor by a parish, school, agency or other archdiocesan institution at scheduled social functions that are integral parts of the parochial or archdiocesan activities.

## **WATERCRAFT**

Covers non-owned watercraft up to 50 feet in length. This coverage does not protect the owner or provide physical damage coverage for the watercraft.

## **CARE, CUSTODY, OR CONTROL**

Covers possible liability from the use of non-owned property in the care, custody, or control of the parish or other archdiocesan institution, for the benefit and use of the parish or institution. Coverage is limited to \$250,000.

## **NON-OWNED/EXCESS AUTO LIABILITY**

Excess auto coverage provided to Religious, volunteers, and employees above their own coverage while using their personally owned automobile for parish or archdiocesan purposes. Minimum personal automobile liability limits of \$100,000/\$300,000 must be maintained for coverage to be in effect. Collision or comprehensive coverage is **not** included.

## **CEMETERY ERRORS AND OMISSIONS**

Provides coverage for any alleged negligent act, error or omission occurring in conjunction with cemetery operations.

## **COUNSELING ERRORS & OMISSIONS**

Covers counseling provided in conjunction with parish, school, agency or archdiocesan programs and activities. Coverage now extends to psychologists and clinical psychologists but does not extend to other medical professional services rendered by a physician, or other licensed health professional who may prescribe medication. Coverage also does not extend to professional services that are defined as the rendering of or failure to render legal, engineering, surveying, architectural, financial advisory, scientific or other similar services.

## **INCIDENTAL MEDICAL MALPRACTICE**

Protects the Archdiocese, parish, school, institution or agency for injury arising out of the rendering of medical screening or related services, and nursing services, (i.e., parish or school nurses and parish/school health fairs) provided on behalf of the parish, school, agency or Archdiocese. Medical screening means non-invasive inspection and examination of the body utilizing such instruments as the stethoscope, blood pressure apparatus, audio/visual testing equipment. This coverage does not apply to any personal acts of a medical professional, except Nurses.

Medical professional means, including but not limited to, physicians, psychiatrists, physician assistants, pharmacists, optometrists, ophthalmologists, anesthesiologists, including nurse anesthesiologists, nurse practitioners, advanced registered nurse practitioners, nurse midwives, x-ray therapists, radiologists, chiropractors, podiatrists, acupuncturists, medical interns, externs or residents, paramedic/emergency medical technicians, dentists, orthodontists, dental hygienists, periodontists, and any individual licensed to prescribe medication or admit to hospitals.

## **EMPLOYEE BENEFIT LIABILITY**

Coverage provided for the errors and omissions arising out of the administration of the employee benefit program.

## **FIRE LEGAL LIABILITY**

Provides protection for the legal obligation of the Archdiocese, parish, school or agency for fire damage to structures rented or occupied by an archdiocesan entity.

## **EXCESS EMPLOYERS LIABILITY**

Protects the Archdiocese, parish, school or agency from liability for damages related to workers' injury-related claims against the employer. The coverage is excess to the employer's liability coverage provided under the workers compensation policy.

## **EMPLOYMENT PRACTICES LIABILITY (Claims Made form)**

Coverage for the actual or alleged discrimination against an employee or an applicant for employment and the actual or alleged wrongful employment termination against an employee, provided that such termination or discharge occurs only after the advice of a qualified attorney or other individual approved by Catholic Mutual Group, has been sought and followed.

### **LIMITED SEXUAL MISCONDUCT (Modified Claims Made form)**

Covers the potential legal obligation arising out of a sexual misconduct claim. Coverage is not afforded to the alleged perpetrator. Failure to report an incident may nullify coverage.

### **LIMITED MOLD COVERAGE**

Coverage provided for damages because of bodily injury or property damage caused by the actual, alleged or threatened inhalation of, contact with, exposure to, existence of or presence of any mold on or within a building structure including contents. Coverage is limited to \$250,000 per claimant subject to a per occurrence/annual aggregate limit of \$20,500,000.

## **CYBER LIABILITY – NAS INSURANCE**

Covers exposure to loss when conducting business activities across the internet. Coverage is limited to \$250,000 annual aggregate.

Coverage Includes:

- Multimedia Liability
- Security & Privacy Liability
- Privacy Regulatory Defense and Penalties
- Privacy Breach Response Costs, Customer Notification Expenses, and Customer Support and Credit Monitoring Expenses
- Network Asset Protection
- Cyber Extortion
- Cyber Terrorism

\*Coverage for these agreements is limited to damages and defense expenses resulting from claims first made against you during the certificate period.

## **AUTOMOBILE COVERAGE**

Comprehensive coverage for scheduled autos owned or leased by the Archdiocese, parishes, schools, agencies and other archdiocesan institutions. Vehicles must be registered in either the **District of Columbia or Maryland**.

### **AUTO LIABILITY COVERAGE**

Liability protection for bodily injury and property damage arising out of the ownership, maintenance and permissive use of a covered auto.

### **PERSONAL INJURY PROTECTION (PIP) AND MED PAY**

\$2,500 in coverage for medical expenses incurred by an occupant of a covered auto that is involved in an accident.

### **AUTO PHYSICAL DAMAGE COVERAGE**

Covers collision, comprehensive and physical damage to a covered auto. The deductible is \$1,250 per occurrence.

### **UNINSURED/UNDERINSURED MOTORISTS**

Coverage for damages incurred as a result of an auto accident with an uninsured or underinsured motorist.

## **PRIESTS AND RELIGIOUS PERSONAL COVERAGE**

### **PERSONAL PROPERTY**

Covers personal property of priests and religious on assignment in the Archdiocese, subject to a \$250 deductible per loss. Coverage is provided on a replacement cost basis up to \$25,000 per occurrence (including theft).

Coverage applies both at a location covered under the archdiocesan program such as a rectory and while used away from the premises. Coverage for **unscheduled** personal property ordinarily kept throughout the year at residence(s) other than your principal residence, is limited to 10% of the total amount of personal property coverage.

A limit of \$1,000 per loss applies to cash. There is a \$500 limit per loss for notes, securities, stamps, including philatelic property and various documents.

**Additional coverage can be purchased on an individual basis through Catholic Mutual Group.**

### **COMPREHENSIVE PERSONAL LIABILITY**

This is additional coverage for the negligent **personal** acts of priests or religious on assignment in the Archdiocese up to a limit of \$300,000 per occurrence. Does not include automobile liability coverage.

## **INTERNATIONAL CASUALTY PROGRAM**

The following information is a brief summary of benefits provided through the International Casualty Program. Contact the Pastoral Center or Catholic Mutual Group for a complete listing of benefits and limits.

### **GENERAL LIABILITY COVERAGE**

This coverage applies to liability incurred as a result of foreign travel by clergy, employees and volunteers or as a result of their temporary assignment to foreign locations. This coverage is subject to an Abuse or Molestation exclusion. It also does not extend to cover foreign facilities that you may own.

### **FOREIGN AUTO LIABILITY COVERAGE**

This coverage provides Excess Auto Liability Protection over the primary coverage provided by a rental car company or the primary coverage taken out on any owned or leased automobile.

### **FOREIGN VOLUNTARY COMPENSATION AND EMPLOYERS LIABILITY COVERAGE**

Provides Voluntary Compensation Payments for injuries to clergy and employees while traveling within the Foreign Coverage Territory. This coverage also includes benefits provided by Catholic Mutual Group's Injury Assistance Plan. The Assistance Plan covers items such as:

- Medical Referrals
- Medical Evacuation
- Repatriation
- Delivery of Prescriptions
- Return of Spouse and Children

A complete listing of the benefits and conditions of the Injury Assistance Plan is available at the Pastoral Center. Identification cards that should be provided when traveling out of the country are also available at the Pastoral Center. The phone number to call for assistance is on the identification card.

## **WORKERS' COMPENSATION**

The workers' compensation program covers on-the-job injuries of employees. **First reports of injury and claim questions should be directed to:**

Chubb First  
St. Paul Plaza  
200 St. Paul Place, 25th Floor  
Baltimore, Maryland 21202  
1-888-699-9916  
Fax: 1-800-884-3946

## **CLAIM REPORTING INSTRUCTIONS**

It is important to contact our local Catholic Mutual Group service office at 703-841-1214 **as soon as possible** after a loss to report a potential claim or accident. Even if you are unsure whether something is covered by insurance, please feel free to call our office to discuss it.

### **PROPERTY**

When a property loss occurs, take whatever appropriate actions necessary to protect the property from further damage. If contents are involved, separate the damaged articles from undamaged. Do not discard any damaged or defective items until you have spoken with a Catholic Mutual Group representative. Arrange for temporary protection of areas of buildings open to the elements. You will be reimbursed for necessary emergency expenses.

### **LIABILITY** - Injury or Property Damage to a Third Party

It is important to understand the scope, intent, and limitations of the liability coverage. **Pastors, administrators, principals and other persons in positions of authority should be extremely cautious about discussing, interpreting, or assuming liability.**

If there is an accident or someone is injured on your premises, offer to call an ambulance for them. Obtain the pertinent facts including the names and addresses of all witnesses. Tell the injured person that you will report the accident to the local Catholic Mutual Group office. A Catholic Mutual Group representative will conduct a fair and impartial investigation to determine the facts and potential liability. **DO NOT ADMIT LIABILITY, promise payment or prejudge the facts.** By doing so, the parish, school, agency or Archdiocese can be exposed to a claim for which it is not responsible. Although you can and should express sympathy and concern to the injured party, it should be done without discussing negligence or responsibility. It is important that you do not disclose to anyone, information about the amount or limits of coverage.

**If you are approached by anyone outside of the Archdiocese or Catholic Mutual Group about the accident, do not give that person a statement or deposition; also do not give them access to the property; simply refer that person to our office.**

If you are served with a Summons or lawsuit, immediately contact our office as the Summons will have a response deadline.

---

### **REPORT CLAIMS TO:**

*Catholic Mutual Group  
200 North Glebe Road, Suite 714  
Arlington, VA 22203-3798  
1-703-841-1214  
Fax: 1-703-841-1217*