



State Office of Risk Management

SUBROGATION CHECKLIST

The following checklist is a guideline for the claims coordinators to use when there is an injury that could involve subrogation or third-party liability. Three of the most common third-party liability situations resulting in an injury are as a result of motor vehicle accidents, products, and conditions of the premises. The following lists are not all inclusive, but contain information that will be vital in a subrogation investigation. The claims coordinator can assist by gathering any available information.

Motor Vehicle Accidents

ITEM	WHEN TO FILE	WHERE/HOW TO FILE	COMPLETED ITEM
1. Secure the actual product or piece of equipment with no modifications or repairs and store for future investigation by SORM.	Submit within two weeks of the accident.	Mail or fax a copy to SORM	<input type="checkbox"/>
2. Obtain copies of any internal investigation reports about the incident.	Submit within two weeks of the accident.	Mail or fax a copy to SORM	<input type="checkbox"/>
3. Detailed description of the accident scene - location, traffic signals/signs, road construction, etc. Provide if police did not write a report.	Submit within two weeks of the accident.	Mail or fax a copy to SORM	<input type="checkbox"/>
4. Names of all parties involved in the accident. Provide if police did not write a report.	Submit within two weeks of the accident.	Mail or fax a copy to SORM	<input type="checkbox"/>
5. Insurance coverage for each vehicle involved in the accident. Provide if police did not write a report.	Submit within two weeks of the accident.	Mail or fax a copy to SORM	<input type="checkbox"/>
6. Police reports from the accident.	Submit within two weeks of the accident.	Mail or fax a copy to SORM	<input type="checkbox"/>
7. Names of owners of vehicles involved in the accident. Provide if police did not write a report.	Submit within two weeks of the accident.	Mail or fax a copy to SORM	<input type="checkbox"/>
8. The year, make, and model of the vehicles involved in the accident. Provide if police did not write a report.	Submit within two weeks of the accident.	Mail or fax a copy to SORM	<input type="checkbox"/>
9. Photographs of the accident scene.	Submit within two weeks of the accident.	Mail or fax a copy to SORM	<input type="checkbox"/>

Product Liability

ITEM	WHEN TO FILE	WHERE/HOW TO FILE	COMPLETED ITEM
1. Secure the actual product or piece of equipment with no modifications or repairs and store for future investigation by SORM.	Submit within two weeks of the accident.	Mail or fax a copy to SORM	<input type="checkbox"/>
2. Witness Statements (SORM-74) - obtain one from each witness.	Submit within two weeks of the accident.	Mail or fax a copy to SORM	<input type="checkbox"/>
3. Obtain copies of any internal investigation reports about the incident.	Submit within two weeks of the accident.	Mail or fax a copy to SORM	<input type="checkbox"/>
4. Names of all parties involved in the accident.	Submit within two weeks of the accident.	Mail or fax a copy to SORM	<input type="checkbox"/>
5. Information about the product or equipment involved in the incident - name, model, manufacturer, distributor, intended use, purchase date, the original purchase order for the product or equipment, etc.	Submit within two weeks of the accident.	Mail or fax a copy to SORM	<input type="checkbox"/>
6. Detailed description of the incident - location, nature of activity, etc.	Submit within two weeks of the accident.	Mail or fax a copy to SORM	<input type="checkbox"/>

Product Liability (continued from page 1)

7. Describe any modifications made to the product or equipment since the purchase plus who performed them and when.	Submit within two weeks of the accident.	Mail or fax a copy to SORM	<input type="checkbox"/>
8. Determine how long the product or equipment has been in use and whether it was used in accordance with manufacturer's guidelines at the time of the incident. Also, determine if any safety equipment was used at the time of the incident, and whether it was required in order to operate the equipment or product.	Submit within two weeks of the accident.	Mail or fax a copy to SORM	<input type="checkbox"/>
9. Available maintenance records of the equipment.	Submit within two weeks of the accident.	Mail or fax a copy to SORM	<input type="checkbox"/>
10. Photographs of the product or equipment.	Submit within two weeks of the accident.	Mail or fax a copy to SORM	<input type="checkbox"/>

On/Off Premises Injury (slip, fall, etc.)

ITEM	WHEN TO FILE	WHERE/HOW TO FILE	COMPLETED ITEM
1. Witness Statements (SORM-74) - obtain one from each witness.	Submit within two weeks of the accident.	Mail or fax a copy to SORM	<input type="checkbox"/>
2. Obtain copies of any internal investigation reports about the incident.	Submit within two weeks of the accident.	Mail or fax a copy to SORM	<input type="checkbox"/>
3. Names of all parties involved in the incident.	Submit within two weeks of the accident.	Mail or fax a copy to SORM	<input type="checkbox"/>
4. Detailed description of the incident - location, nature of activity, etc.	Submit within two weeks of the accident.	Mail or fax a copy to SORM	<input type="checkbox"/>
5. Name of the building owner.	Submit within two weeks of the accident.	Mail or fax a copy to SORM	<input type="checkbox"/>
6. Name of the tenant/leaseholder.	Submit within two weeks of the accident.	Mail or fax a copy to SORM	<input type="checkbox"/>
7. Insurance coverage of third parties involved (owner, tenant, builder, etc.).	Submit within two weeks of the accident.	Mail or fax a copy to SORM	<input type="checkbox"/>
8. Name of architect who designed the building.	Submit within two weeks of the accident.	Mail or fax a copy to SORM	<input type="checkbox"/>
9. Name of contractors and subcontractors who constructed the building.	Submit within two weeks of the accident.	Mail or fax a copy to SORM	<input type="checkbox"/>
10. Maintenance service records - type of service, dates, and who performed.	Submit within two weeks of the accident.	Mail or fax a copy to SORM	<input type="checkbox"/>
11. Name of janitorial service for building	Submit within two weeks of the accident.	Mail or fax a copy to SORM	<input type="checkbox"/>
12. Names of any third parties recently at that location, such as repair persons.	Submit within two weeks of the accident.	Mail or fax a copy to SORM	<input type="checkbox"/>
13. Photographs of the incident location.	Submit within two weeks of the accident.	Mail or fax a copy to SORM	<input type="checkbox"/>

