


Entering *Additional Exposures (Adverse Party)*



Entered when additional exposures (parties not named in the current case) exist and the Adverse Party's liability policy limits are at risk.

- Step 1: Go to the Coverage Response Workflow Step.
- Step 2: Enter policy limits amount and attach supporting evidence in fields provided.
- Step 3: Select "+Add" tab and enter amount if known. Next, provide a description of the exposure.

After selecting the "+Add" tab, the following pop-up box will appear. Enter the dollar amount if known. If the amount is unknown, check the box titled "Undetermined Amount." Next, enter a description of the exposure and select the Save tab.

- The **Additional Exposure** field is used when the Adverse Party's liability policy limits are at risk **AND** party(ies) outside of the arbitration case incur damages arising from an occurrence that the Adverse Party may be legally liable to pay.
- **Do not** use this field if liability policy limits are **NOT** at risk. 
- Do attach evidence supporting your policy limits (i.e., policy declarations page).
- Do attach evidence supporting the additional exposure (i.e., a police report or recorded statement that verifies the exposure exists).
- For **amounts known**, enter the dollar amount (paid/unpaid) and provide a description.
- For **undetermined exposure amounts**, check the adjacent box (as seen in step 3) and enter a description of the damage exposure.
- **Do not** add additional exposures for parties named in the current filing (i.e., the Recovering Party).

➤ Stop! If liability policy limits are NOT at risk, do not enter information in the Additional Exposure field.

✓ Do you wish to assert your liability policy limit Yes No

✓ Policy Limit Amount ← Policy limits are sufficient to pay all claims.

Additional Exposures ⓘ

Do not add additional exposures. →

No additional exposures

⊘ Add



➤ Stop! Do not enter additional exposures already named in the current case.

Add Additional Exposures

Enter additional exposures not included in this case. Do not include exposures for anything currently filed against you in arbitration.

✓ Amount Unknown

✓ Description

Cancel Save

The *Additional Exposure* field should only be used when the Adverse Party's liability policy limits are at risk and where exposures exist to parties not named in the current filing.