



Auto Claim Checklist

Checklist of steps to take in the event of an auto accident:

1. Take precautions and steps to prevent additional damage.
2. Call authorities if someone is injured to request medical assistance. If there is fire, call the Fire Department.
3. Be courteous – Answer police questions. Give identifying information to the other party. Express concern, but make NO assumption of fault.
4. Take photos – Take pictures of vehicles, any prior and new damage, street or speed signs, and roadway conditions. Include skid marks, other property damage, license plates, etc.
5. If vehicle is not safety drivable, arrange for tow to nearby body shop. Do NOT give authorization for repairs until the insurance company has an opportunity to inspect the damage.
6. Complete DMV Accident Form SR1A if there is an injury or \$750 or more in damages.
7. Report the accident to Cavignac & Associates within 24 hours – Include any that occur in a rental car or employee's personal automobile while in the course of employment.
8. Contact Bettye McLaurin, Claims Coordinator, at 619-744-0556 or bmclaurin@cavignac.com. After hours, call 877-706-7731.