

# CITY OF WEED -- CLAIM FORM

► PLEASE READ INSTRUCTIONS ON OTHER SIDE FIRST ◀

For official use only

Name of Claimant \_\_\_\_\_

(First Name) (Middle Initial) (Last Name)

Home Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Date of Birth \_\_\_\_\_

Daytime ( ) \_\_\_\_\_ Evening ( ) \_\_\_\_\_ CA Drvr's Lic# \_\_\_\_\_

Type of Loss: ( ) Personal Injury ( ) Other \_\_\_\_\_ Police Report # \_\_\_\_\_  
( ) Property Damage ( ) Indemnity-Date complaint served \_\_\_\_\_

When did injury or damage occur? \_\_\_\_\_ AM/PM  
(Month/Day/Year) (Day of Week) (Time)

Where did injury or damage occur? (street address, intersecting streets, or other location) \_\_\_\_\_

How did injury or damage occur? (Describe accident or occurrence) \_\_\_\_\_

What action or inaction of City employee(s) caused your injury or damage? \_\_\_\_\_

What injury or damage did you suffer? \_\_\_\_\_

Name of any witnesses: \_\_\_\_\_  
(Name) (Address) (Phone Number)

(Name) (Address) (Phone Number)

Name of City employee(s) involved? \_\_\_\_\_

Amount of Claim: Personal Injury \$ \_\_\_\_\_ Property Damage \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

Limited Civil Case: Yes \_\_\_\_\_ No \_\_\_\_\_

(State the amount of your claim if the total amount is \$10,000.00 or less. If it is over \$10,000.00, no dollar amount shall be stated, but you are required to state whether the claim would be a limited civil case [total amount of claim does not exceed \$25,000].)

## ALL NOTICES AND/OR COMMUNICATIONS SHOULD BE SENT TO:

Name \_\_\_\_\_ Daytime Phone ( ) \_\_\_\_\_

Address (Street, City, State, Zip) \_\_\_\_\_

**Warning:** It is unlawful to knowingly present or cause to be presented any false or fraudulent claim for payment of a loss or injury (P.C. 550(a)). Every person who violates this paragraph is guilty of a felony punishable by imprisonment in state prison for two, three, or five years and by a fine not exceeding fifty thousand dollars (\$50,000)(P.C. 550(c)(1)).

Signature \_\_\_\_\_

Relationship (self attorney, guardian, etc.) \_\_\_\_\_

Date \_\_\_\_\_

# CLAIM AGAINST THE CITY OF WEED

## INSTRUCTIONS

On the reverse side of the sheet is a claim form entitled "City of Weed -- Claim Form."

The original, together with one copy of all attachments, are to be filed with the Office of the City Clerk.

Retain one copy for your records. Please send to this address:

OFFICE OF THE CITY CLERK

P. O. Box 470

Weed, CA 96094

NOTICE: The City Clerks Office is the **ONLY** office to which claims may be submitted. Claims are **NOT** to be sent to the City Attorney, Risk Management, or any other City Department.

**Please fill out claim form completely. Missing information will delay the processing of your claim. Please print.**

**WARNING:** California State Law generally requires that most claims against a public entity, such as the City of Weed, be presented within **SIX (6) MONTHS** from the date of the action or incident giving rise to the claim. Certain other claims must be filed within **ONE (1) YEAR** from the action or incident. You should check the Government Code to determine what presentation period applies in your case.

## PROCEDURES

Claims received by the Office of the City Clerk are forwarded to the City's Claims Administrator. All claimants are then notified what action will be taken within 45 days (plus additional days if the form is mailed to the City Clerk), or otherwise notified as to the claim itself.

If recommended for denial by the Administrator, your claim will then be submitted to the Weed City Clerk for final, official rejection. You will be sent a letter from the Weed City Clerk, or her/his designee, notifying you of the action taken and of any further action necessary or available to you.

\*\*\*ALL CLAIMS ARE PUBLIC RECORD\*\*\*