

CLAIM FOR DAMAGES TO PERSON OR PROPERTY

TO: CITY OF WOODLAND

300 First Street
Woodland, CA 95695

1. Claims for death, injury to person or to personal property must be filled out not later than six months after the occurrence. (Per Gov. Code Section 911.2)
2. Claims for damages to real property must be filled not later than one year after the occurrence.
3. Read the entire claim form, both sides, before filing.
4. See Page 2 for diagram upon which to locate place of accident.
5. This claim form must be signed on Page 2 at the bottom.
6. Attach separate sheets, if necessary, to give the full details.
SIGN EACH SHEET.

Name of Claimant: _____

Home Address: _____

City, State, Zip: _____

Business Address: _____

Give address and telephone number to which you desire notices or communications be sent regarding this claim: _____

When did DAMAGE or INJURY occur?

Date: _____ Time: _____

If Claim is for Equitable Indemnity, give date claimant was served:

Date: _____

Where did DAMAGE or INJURY occur? Describe fully, and locate on diagram on Page 2. Where appropriate, give street names and address and measurements from landmarks:

Describe in detail how the DAMAGE or INJURY occurred.

Name(s) of any employee(s) involved in the INJURY or DAMAGE:

Why do you claim the ENTITY is responsible?

Describe in detail each INJURY or DAMAGE.

CLAIM NO. _____

Claimant's Date of Birth: _____

Business Phone Number: _____

Occupation: _____

Home Phone Number: _____

Section 111 of the Medicare Medicaid & S-CHIP Extension Act requires the entity to report certain claims to the federal government. Please indicate if the claimant is: 65 years of age or older, or is receiving Social Security Disability Insurance Benefits for 24 or more months, or has End Stage Renal Disease. If yes, you may be required to provide additional information to process your claim.

YES / NO (circle one)

The amount claimed, as of the date of presentation of the claim, is computed as follows:

Damages incurred to date (exact):

Damage to Property: \$ _____
Expenses medical/hospital care: \$ _____
Loss of earnings: \$ _____
Special damages: \$ _____
General damages: \$ _____
Total Damages Incurred to date: \$ _____

Estimated prospective damages as far as known:

Future Expenses medical/hospital care: \$ _____
Future loss of earnings: \$ _____
Other prospective special damages: \$ _____
Total estimated prospective damages \$ _____

Total amount claimed as of the date of presentation of this claim: \$ _____

Was DAMAGE and/or INJURY investigated by police? _____ Please give Police Report No. _____

Were paramedics or an ambulance called? _____ Name City or ambulance _____

If injured, state name and address of doctor for your first visit. Name of Doctor: _____

Address: _____

WITNESSES TO DAMAGE OR INJURY: List all persons known to have information.

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

DOCTORS AND HOSPITALS:

Hospital: _____ Address: _____ Date: _____

Doctor: _____ Address: _____ Date: _____

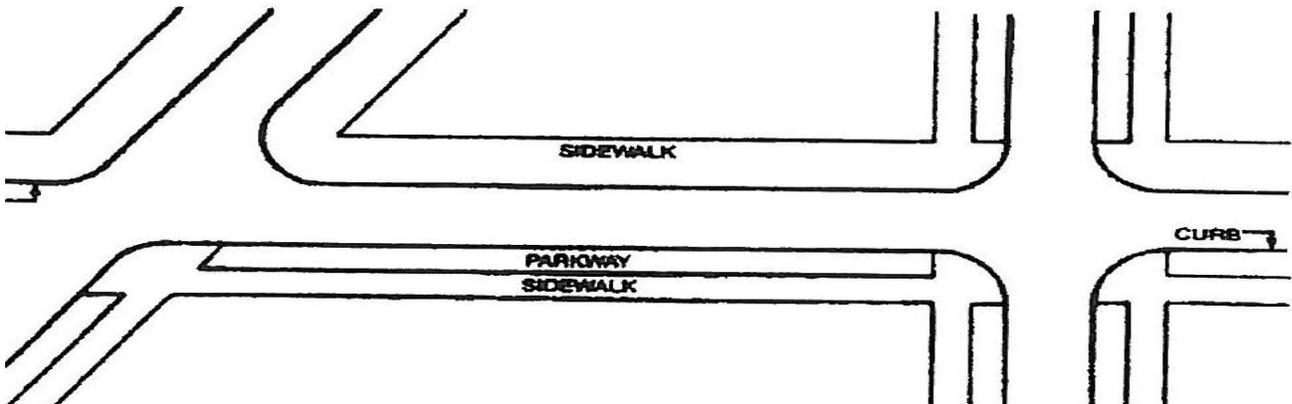
Doctor: _____ Address: _____ Date: _____

READ CAREFULLY

For all accident claims place on following diagram names of streets including North, East, South and West.

Indicate place of accident by "X" and by showing house numbers or distances to street corners.

NOTE: If the diagrams below do not fit the situation, attach hereto a proper diagram signed by the claimant.



Signature of Claimant or person filing on his/her behalf,
giving relationship to Claimant

Print Name

Date

**NOTE: CLAIMS MUST BE FILED WITH THE CLERK OR GOVERNING BOARD (GOV CODE SEC 915a)
PRESENTATION OF A FALSE CLAIM IS A FELONY (PENAL CODE SECTION 72)**

CLAIM DEADLINES

FILING OF A CLAIM

Before a complaint for damages against a public entity or employee can be filed in court, a claim must first be filed with the entity in accordance with the Tort Claims Act, and rejected. (945.4). The claim has to be filed within six months of accrual of the cause of action. (911.2.) for purposes of the Tort Claim Act, the date of accrual is the same date on which the cause of action would accrue if there were no claims requirements (901.)

NOTICE OF INSUFFICIENCY

The public entity may give notice of the insufficiency of the claim within 20 days. Thereafter it may not act on the claim for 15 days. (910.8.)

REJECTION OF A TIMELY CLAIM

The public entity must approve or reject a timely claim within 45 days and provide written notice to the claimant. (912.4, 912.6, 913.) If a timely claim is rejected in whole or in part, the claimant may file suit for money or damages within six months after the date notice is personally delivered or deposited in the mail. (945.4; 945.6, subd. (a)(1) If the rejection is not properly noticed in accordance with section 913 however, the action may be filed in court within two years from the accrual of the cause of action. (945.6, subd. (a)(2)

REJECTION OF AN UNTIMELY CLAIM

If the entity determines that the claim was filed late, it must return the claim within 45 days from the date it was filed, along with a notice that the claimant may apply for leave to present a late claim. (911.3, 911.4)

APPLICATION FOR LEAVE TO FILE LATE CLAIM

If the claim is filed beyond the 6 months, the claimant may apply to the public entity, within a reasonable time not to exceed one year after accrual, for leave to present a late claim. (911.4.) In responding to an application for leave to present a late claim, the entity must grant or deny leave within 45 days and provide notice. (911.6, 911.8.) If the entity takes no action, the application is deemed denied on the 45th day. (911.6 (c) .)

PETITION FOR RELIEF FROM CLAIMS ACT REQUIREMENTS

If an application for leave to file a late claim is rejected by the public entity, the claimant must first obtain a court order for relief from the requirements of the Claim Act before filing a suit. (946.6.) A petition for such an order must be filed with the court within six months after the application is denied or deemed denied. (946.6, subd. (b); 911.6.) If relief is granted, a suit must be filed within 30 days of the order granting relief. (946.6 (f).)

(All references are to the California Government)