Date Received:

Staff:_____
___ Hand-Carry
___ Mail via
__ USPS
__ FED EX
__ UPS
_____ Post Mark Date on Envelope if Mailed

City Of National City

CLAIM FOR DAMAGES TO PERSON OR PROPERTY

INSTRUCTIONS

1. Read entire claim form before filing.
2. This claim form must be signed at bottom.
3. Attach separate sheets, if necessary, to give full details. SIGN EACH SHEET.
4. Claims must be filed with the City Clerk, 1243 National City Boulevard, National City, CA 91950 (619) 336-4228.
5. Inquiries regarding status of filed claims should be directed to the Risk Manager at (619) 336-4370.

Attention: City Clerk

The undersigned hereby presents the following claim to the City of National City, in accordance with the laws of the State of California.

1. Name of Claimant: _____
2. Home Address of Claimant: _____

   Home Telephone Number:_____ /Cell: _____

   Email: _____
3. Give address to which you desire notices or communications to be sent regarding this claim:

   _____
4. How did DAMAGE or INJURY occur? Give full particulars:

   _____
   _____
   _____
   _____
   _____
   _____
5. When did DAMAGE or INJURY occur? Give the date and time of day:

   _____
   _____
6. Where did DAMAGE or INJURY occur? Describe fully, and attach diagram where appropriate. Give street names and addresses and measurements from landmarks:

   _____
   _____
   _____
   _____

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7. What particular ACT or OMISSION do you claim caused the injury or damage? Give names of City employees causing the injury or damage, if known:

_____

_____

8. What DAMAGE or INJURIES do you claim resulted? Give full extent of injuries or damages claimed:

_____

_____

_____

_____

9. NAMES of physicians, hospitals, etc.: _____

_____

_____

10. What AMOUNT do you claim on account of each item of injury or damage as of date of presentation of this claim? Explain how you calculated this amount. _____

_____

_____

Give ESTIMATED AMOUNT as far as known you claim on account of each item of future injury or damage, giving basis of computation: _____

_____

_____

11. What INSURANCE PAYMENTS did you receive, if any, and what were the names of any Insurance Company(ies): _____

_____

12. What EXPENDITURES did you make on account of accident or injury: (Date-Item) (Amount): _____

_____

13. Give NAMES AND ADDRESSES of Witnesses, Doctors and Hospitals: _____

_____

_____

Attach COPIES of any photos, documents or receipts you wish considered.

I declare under penalty of perjury that I have read the foregoing claim and the papers attached thereto, and that the same are true and correct to the best of my knowledge.

DATE: _____

_____
Claimant or Agent

_____
Address of Above

_____
Telephone No. of Above

City Of National City

FREQUENTLY ASKED QUESTIONS REGARDING THE CLAIMS PROCESS

- **Where do I get a Government Tort Claim form?**

  Download Claim for Damages to Person or Property Form at www.nationalcityca.gov or you may pick up a claim form at the Office of the City Clerk, located at 1243 National City Boulevard, National City, CA 91950. The City Clerk's telephone number is (619) 336-4228. Also, you can request a claim form be mailed to you via telephone at (619) 336-4300.

- **Does it cost me anything to file a claim?**

  No. The City does not charge a fee to file a claim.

- **How long do I have to file a claim?**

  Most claims must be submitted to the City Clerk within 6 months of the time the event or incident giving rise to the injury, loss or damage occurred. However, certain types of claims may be filed within 1 year of the date of the event or incident. Additionally, the Government Code provides for other exceptions to the general 6 month period. If you aren't sure whether or not you fall within one of the exceptions, you should contact an attorney. City staff members are prohibited from providing legal advice.

- **What information may I send with my claim form?**

  You may provide any information you believe will support your claim. For example, claims are often submitted along with photographs, receipts, estimates or diagrams. Please keep copies of any documents you submit because the City will not return any documents to you.

- **Can I fax or email the completed claim form to the City Clerk, instead of mailing or dropping it off?**

  The City only accepts properly completed claims that are either (1) personally delivered to the City Clerk's office, or (2) mailed to the City Clerk's office. The claimant's original signature must appear on the claim form. The City does not accept claims submitted by email or facsimile.

- **What happens to the claim after I submit it?**

  The City Clerk forwarded to the Risk Manager for review and further investigation. Depending on the facts or nature of the incident, most claims are processed within 45 days pursuant to the Government Code. You will be contacted if the Risk Manager has questions regarding your claim. If not, the Risk Manager will determine whether to approve, compromise, or deny the claim. The City's final decision will be mailed to the address listed on the claim submitted to the City.

- **What happens if my claim is denied?**

  As required by the Government Code, the City provides all claimants (whose claims have been denied) a standard, written response outlining a claimant's legal remedies.

- **Is the City responsible for claims that happen while riding a public trolley or bus?**

  Both the San Diego Trolley and San Diego Transit (public buses) are under the jurisdiction of the Metropolitan Transit System ("MTS"). To file a claim against MTS, contact Public Transit Customer Service at (619) 238-0100.