

CLAIM FOR DAMAGES
TO PERSON OR PROPERTY

INSTRUCTIONS:

1. Claims for death, injury to person or personal property must be filed not later than 6 months after the occurrence. (Govt. Code Sec. 911.2)
2. Claims for damage to all other property must be filed not later than 1 year after the occurrence.
3. Attach separate sheets, if necessary, and sign each sheet.
4. Claim must be filed with the School District (Govt. Code 915a).

To: (Name of School District)

Name of Claimant and age, including name of parent or guardian if required:

Address of Claimant:

Telephone Number:

Address where notices are to be sent:

When did injury or damage occur? Give full particulars, date & time of day:

Where did injury or damage occur? Describe fully and provide diagram where appropriate, give street name and address and measurements from landmarks. (Use second page if necessary):

How did injury or damage occur? Give full particulars (Use second page if necessary):

What particular act or omission do you claim caused the injury or damage? Give names of school district employees causing injury or damage, if known:

What damage or injury do you claim resulted? Give full extent of injury or damages claimed:

What amount do you claim on account of each item of injury or damage as of the date of presentation of this claim, including prospective injury, damages or loss, and give basis of computation of amount (Use second page if necessary):

(continued on reverse side)

Name and address of witnesses, doctors and hospitals: _____

State amount claimed as damages, please attach any supporting bills, receipts, or estimates of cost (Please indicate):

- _____ Less than \$10,000.00 \$ _____ (State specific amount)
- _____ \$10,000.00 - \$25,000.00 (Limited Civil)
- _____ More than \$25,000.00 (Unlimited Civil)

Additional information that might be helpful in considering this claim:

Signature of Claimant or person filing on his behalf, giving relationship to claimant:

| | | |
|-----------|------------|-------|
| _____ | _____ | _____ |
| Signature | Typed name | Date |

NOTE: Claims must be filed with the School District (Govt. Code 915a). Presentation of a false claim is a felony (Penal Code Section 72.)