



City of Camarillo

Office of the City Manager • Risk Management Division

601 Carmen Drive • P.O. Box 248 • Camarillo, CA 93011-0248

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INSTRUCTIONS FOR FILING A CLAIM

Please type or print clearly with a ballpoint pen all of the information requested on the Claim Against the City of Camarillo form. If you need more space, please write on the back of the claim form or separate piece(s) of paper. The following provides specific instructions for completing each section of the claim form:

1. Name and Mailing Address of Claimant: State name and address of the person/persons claiming damage or injury.
2. Official Notices and Correspondence: Provide the name and mailing address of the person to whom all official notices and other correspondence should be sent, if other than claimant. This official contact person can be the Claimant or a representative of the Claimant.
3. Description of Occurrence or Event From Which the Claim Arises:

√ State the exact month, day, year and approximate time (if known) of the incident which caused the alleged damage/injury.

Under state law, claims relating to causes of action for personal injury, wrongful death, property damage and crop damage must be presented to the City Clerk's Office (Board) no later than six months after the incident date. Please note that evidence of "presentation" includes a clear postmark date on an envelope or a certification of personal services.

When filing a claim beyond the six-month period, you must explain the reason the claim was not filed within the six-month period. This explanation is called an "application for leave to present a late claim." In considering your claim, the Board will first decide whether the late claim application would be granted or denied. (See Government Code Section 911.4 for the legal/acceptable reasons a claim may be filed late.) Only if it is granted will the Board then consider the merits of the claim.

Claims relating to any cause of action other than personal injury, wrongful death, property damage and crop damage must be presented no later than one year after the incident date. (See Government Code Section 911.2.)

√ Where Did the Damage/Injury Occur? Include the city, county and street address where the damage/injury allegedly occurred.

- √ How Did the Damage/Injury Occur? Provide in full detail the circumstances that led up to the incident. Identify ALL FACTS which support the claim. Include the actions by the City or its employees that caused the alleged damage/injury, as well as a specific identification as to any condition of public property that allegedly caused the damage/injury.
- √ What Damage/Injury Occurred? Provide in full detail a description of the damage/injury that allegedly resulted from the incident.
- 4. City Employee(s) Causing the Alleged Damage or Injury: Identify the City employee(s) involved with the incident.
- 5. Additional Injured Parties: Name and address of any other person injured in alleged incident.
- 6. Owner of Damaged Property: Name and address of the owner of any damaged property occurring as the result of the alleged incident.
- 7. Damages Claimed: State the total amount you are claiming as result of the alleged damage/injury. If damage/injury is continuing or is anticipated in the future, indicate with a "+" following the dollar figure. If the total amount is unspecified or exceeds \$10,000, designate the appropriate court jurisdiction for the claim. Provide a breakdown of how the total amount that you are claiming was computed. You may declare expenses incurred and/or anticipated future expenses. If available, please attach to your claim copies of all bills, payment receipts and cost estimates.
- 8. Insurance Company Name: If you received any payments from an insurance company related to this claim, list the name of the insurance company.
- 9. Witnesses, Treatment Facilities, Etc: List the names and addresses of all witnesses, doctors, hospitals, etc.
- 10. Additional Information: List any additional information that might be helpful in considering the claim.
- 11. Signature: The claim must be signed by the Claimant or by the attorney/representative of the Claimant. The Board will not accept the claim without a proper signature. Government Code Section 910.2 provides: "The claim shall be signed by the Claimant or by some person on his/her behalf."