

# CITY OF RED BLUFF - CLAIM FORM

◆◆◆◆ PLEASE READ INSTRUCTIONS ON OTHER SIDE FIRST ◆◆◆◆

For Official Use Only

Name of Claimant \_\_\_\_\_  
(First Name) (Middle Initial) (Last Name)  
Home Address \_\_\_\_\_ Date of Birth \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Soc. Security # \_\_\_\_\_  
Daytime ( ) \_\_\_\_\_ Evening ( ) \_\_\_\_\_ Cell/pager ( ) \_\_\_\_\_ CA Driver's Lic# \_\_\_\_\_

**Type of Loss:** F Personal Injury Other \_\_\_\_\_ **Police Report #** \_\_\_\_\_  
F Property Damage F 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?** \_\_\_\_\_

**Total Amount of Claim: Greater than \$10,000** \_\_\_ **Less than \$10,000** \_\_\_ (If less the \$10,000 indicate amount below)

Personal Injury \$ \_\_\_\_\_ Property Damage \$ \_\_\_\_\_

NOTE: Please attach copies of supporting documentation for the amounts claimed.

**If claim relates to an automobile accident, please answer the following and ATTACH PROOF OF INSURANCE:**

Please check here if there was no insurance coverage in effect at time of incident

Insurance policy # \_\_\_\_\_ Insurance Company \_\_\_\_\_

Insurance Broker/Agent \_\_\_\_\_

Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_

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

Name (Mr./ Mrs./ Ms.) \_\_\_\_\_ Daytime Phone ( ) \_\_\_\_\_

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

**Warning:** California State Law generally requires that most claims against a public entity, such as the City of Red Bluff, 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.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

# CLAIM AGAINST THE CITY OF RED BLUFF

## INSTRUCTIONS

On the reverse side of the sheet is a claim form CCFORM 6: Claim against the City of Red Bluff. The original and one identical copy of this form, together with one copy of all attachments, are to be filed with the Office of the City Manager/Deputy City Clerk. Retain one copy for your records. Please send to this address:

City of Red Bluff  
Attention: City Manager/Deputy City Clerk  
555 Washington St.  
Red Bluff, CA 96080

NOTICE: The City Manager/Deputy City Clerk of the City of Red Bluff is the **ONLY** office to which claims may be submitted. Claims are **NOT** to be sent to the City Attorney or any other City Department.

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

## PROCEDURES

Claims received by the City Manager/Deputy City Clerk are forwarded to the City of Red Bluff's Claims Administrator. All claimants are then notified that action will be taken within 45 days, or otherwise notified as to the claim itself.

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

*\*\*\* All claims are public record \*\*\**