

CLAIM PRESENTED TO THE CITY OF MANTECA

Please read the instructions on the back before completing.

1. Claimant's Name: <i>(Please Print)</i> _____ Claimant's Address: _____ City, State, Zip: _____ Email Address: _____ Day Phone: () _____ Eve: () _____	Reserved for Filing Stamp City Claim No.:
2. When did the damage or injury occur? Month: Day: Year: Time: a.m. or p.m.	Police Report No.:
3. At which location did the damage or injury occur? _____ _____	
4. a. What happened and why is the City responsible? _____ _____ b. Name and position of responsible City Employee(s), if known: _____	
5. What damage or injury occurred? _____ _____ _____	
6. Claim amount (only if less than \$10,000): If the amount exceeds \$10,000, please check the court for appropriate jurisdiction: _____ Municipal Court (claims up to \$25,000) _____ Superior Court (claims over \$25,000)	
7. How did you arrive at the amount claimed? Please attach documentation. _____ _____ _____	
8. I declare under penalty of perjury under the laws of the State of California that the following information is true and correct, and that this declaration was executed on _____, 20____, at _____ CA. _____ <i>Signature of Claimant or Representative</i>	
9. Official Notices and Correspondence <i>If represented by an insurance company or an attorney, please provide the information requested below:</i> Name and Capacity: <i>(please print)</i> _____ Address: _____ City, State, Zip: _____ Daytime Phone: _____ Evening: _____	

Electronic claims may be submitted to RiskManagement@ci.manteca.ca.us during City Office closures due to COVID-19

PRESENTING A CLAIM TO THE CITY OF MANTECA

- ⇒ PLEASE TYPE OR PRINT CLEARLY ALL OF THE INFORMATION REQUESTED ON THE CLAIM FORM.
⇒ YOU MUST COMPLETE EACH SECTION OR YOUR CLAIM MAY BE RETURNED TO YOU AS INSUFFICIENT.
⇒ THE FOLLOWING PROVIDES SPECIFIC INSTRUCTIONS FOR COMPLETING EACH SECTION OF THE CLAIM FORM.

1. **NAME AND MAILING ADDRESS OF CLAIMANT** – State the full name and mailing address of the person(s) claiming damage or injury. Please include a daytime and evening telephone number.
2. **WHEN DID THE DAMAGE OR INJURY OCCUR?** – State the exact month, date, 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 of Manteca 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 service, or service by mail.

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 “**application for leave to present a late claim**”. In considering your claim, the City will first decide whether the late claim application should be granted or denied. (See Government Code Section 911.4 for the legally acceptable reasons a claim may be filed late.) Only if your late claim application is granted will the City then consider the merits of your 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).

3. **AT WHICH LOCATION DID THE DAMAGE OR INJURY OCCUR?** – Please include street address, city, county, intersection, etc. If possible, also include the Police Report number.
4. **WHAT HAPPENED AND WHY IS THE CITY RESPONSIBLE?** – Please explain the circumstances that led to the alleged damage or injury. State all facts which support your claim with the City and why you believe the City is responsible for the alleged damage or injury. If known, identify the name of the City Department(s) and/or City employee(s) that allegedly caused the damage or injury.
5. **WHAT DAMAGE OR INJURY OCCURRED?** – Provide in full a detailed description of the damage/injury that allegedly resulted from the incident. (What specific damage or injury do you claim resulted from the alleged actions?)
6. **CLAIM AMOUNT:** - State the specific total dollar 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 \$10,000 or under. If the total dollar amount is unspecified or exceeds \$10,000, designate the appropriate court jurisdiction for the claim.
7. **HOW DID YOU ARRIVE AT THE AMOUNT CLAIMED?** – Provide a breakdown of how the total amount that you are claiming was computed. You may declare expenses incurred and/or future anticipated expenses. If you have supporting documentation (i.e., bills, payment receipts, cost estimates) please attach copies of them to your claim.
8. **SIGNATURE:** - The claim must be signed by the claimant or by the attorney/representative of the claimant. The City will not accept the claim without a property signature. Government Code Section 910.2 provides: “The claim shall be signed by the claimant or by some person on his/her behalf.”
9. **OFFICIAL NOTICES AND CORRESPONDENCE -** Provide the name and mailing address of the person to whom all official notices and other correspondence from the City should be sent, only if other than claimant. Please provide telephone numbers for the representative, if applicable.

⇒ SUBMIT COMPLETED AND RELATED DOCUMENTATION TO: Human Resource Department of the City of Manteca. Personal service of claims can be accomplished during regular City business hours (7:30am – 5:30pm), Monday through Friday (closed every other Friday and City holidays). Mailing address: 1001 West Center Street, Manteca, CA 95337.

⇒ Please note that electronic claim submissions will be accepted only during the City office closures due to the COVID-19 Pandemic. Claims may be submitted electronically by e-mailing to RiskManagement@ci.manteca.ca.us. Upon City offices re-opening to the public, only original claim forms will be accepted.

⇒ If you wish to receive a stamped copy of your claim, return the form to the Human Resource Department with a cover letter along with a stamped, self addressed envelope informing the City of your request.

⇒ You will receive a letter from the Risk Management Office indicating your claim has been received and is being investigated. You will receive an explanation of the investigation results within 45 days in most instances.

If, after reading these instructions, you have questions or need additional information regarding the filing of a claim with the City of Manteca, please contact the Human Resource/Risk Management staff at (209) 456-8710.

THANK YOU!