CLAIM PRESENTED TO THE CITY OF PLEASANT HILL

YOU MUST COMPLETE EACH SECTION OR YOUR CLAIM MAY BE RETURNED TO YOU AS INSUFFICIENT

1. Claimant's Name: **(Please Print)**

_____

Claimant's Address:

_____

City, State, Zip:

_____

Daytime Phone: ( ) Evening: ( )

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? **(Please be specific)**

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 indicate the appropriate jurisdiction:

____ Limited Civil Case (claims up to $25,000) ____ Unlimited Civil Case (claims over $25,000)

7. How did you arrive at the amount claimed? **Please attach documentation substantiating the amount being claimed above.**

_____

8. **WARNING! IT IS A CRIMINAL OFFENSE TO FILE A FALSE CLAIM (Penal Code Section 72)**
I declare under penalty of perjury under the laws of the State of California that the foregoing information is true and correct, and that this declaration was executed on _____, 20___, at _____ California.

_____
Signature of Claimant or Representative

The City 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 behalf."

9. Official Notices and Correspondence (*If represented by an insurance company or an attorney, please provide the information requested below):*

Name and Capacity (*please print*): _____

Address:_____

City, State, Zip: _____ Phone: _____

Under State law, claims relating to personal injury, wrongful death, property damage, and crop damage must be presented to the City of Pleasant Hill 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. All other claims must be presented no later than one year after the incident date. (See Government Code Section 911.2).

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 911.6 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.

SUBMIT COMPLETED FORM AND RELATED DOCUMENTATION TO: The City Attorney at 100 Gregory Lane, Pleasant Hill, CA 94523. Personal service of claims can be accomplished during regular City business hours Monday-Wednesday 8:30 a.m. to 5:00 p.m., Thursday 8:30 a.m. to 6:00 p.m., and Friday 8:30 a.m. to 1:00 p.m. (excluding City holidays). For additional information, contact Colleen Duran at (925) 671-5294. Forms may also be emailed to cduran@pleasanthillca.org. If you wish to receive a stamped copy of your claim, return the form with a cover letter informing the City Attorney of your request, along with a stamped, self-addressed envelope.