

School Site/Department: _____

Address: _____

1. Claims for death, injury to person or to personal property must be filed not later than six (6) months after the occurrence (Gov. Code Sec. 911.2).
2. Claims for damages to real property or breach of contract must be filed not later than one(1) year after the occurrence (Gov. Code Sec. 911.2).

Name of Claimant: _____ Age: _____

Address: _____ Phone: _____

When did the damage or injury occur? _____

Where did the damage or injury occur? _____

How and under what circumstances did the damage or injury occur? _____

What particular action by the District or its employees caused the alleged damage or injury?

(include names of employees, if known) _____

What sum do you claim? Include the estimated amount of any prospective loss insofar as it may be known at the time of the presentation of this claim, together with the basis of computation of the amount claimed and attach estimates or bills, if possible. (If the amount claimed exceeds \$10,000, no dollar amount shall be stated.)

_____ \$ _____

_____ \$ _____

Total Amount Claimed: \$ _____

If the total amount claimed exceeds \$10,000, is this a Limited Civil Case? _____

Please provide names of witnesses, doctors and hospitals: _____

Date

Signature of Claimant

NOTICE: Section 72 of the California Penal Code provides: "Every person who, with intent to defraud, presents for payment to any School District any false or fraudulent claim, is guilty of a felony punishable by fine and/or imprisonment."