



Liability Claim Against the *City of Palmdale California* For Damages to Persons and Personal Property

(See [Government Code Sections 900 through 915.4](#) and [Palmdale Municipal Code 3.12](#))

Completed claims must be hand delivered or mailed to:

Claims by facsimile or email are *not accepted*.

See [CA Government Code § 915a](#).

Office hours for the Palmdale City Clerk are:

Monday – Thursday: 7:30 a.m. to 6:00 p.m.

Friday, Saturday and Sunday: Closed.

Palmdale City Clerk

38300 Sierra Highway

Suite, C.

Palmdale, CA 93550

For Official Use Only

Claim No. _____

Date Stamp Received

U.S. Mail Counter Courier

1. Claimant Information:

Full Name: _____

Home Address: _____

Phone Number: _____ Date of Birth: _____ SSN: _____ Email: _____

Name of Parent or Guardian: _____

(If filing claim on behalf of a minor)

2. Representative Information:

Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

3. Incident: Date, Time and Location of Incident from which this claim arises:

Date: _____ Time: _____ a.m. p.m. Location: _____

4. Detailed Description of the Incident from which this claim arises (if more room is needed, please attach additional pages):



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5. Description of Damage, Injury or Loss Claimed:

6. Cause of Action: Explain why you feel the City of Palmdale is responsible for your damages or injury:

7. Name of any City of Palmdale Employee (s) or Department involved (if known):

Name: _____

8. Amount Claimed:

- 8a. If the amount claimed is equal to or **less than Ten Thousand Dollars** (\$10,000): As of the date of presentation of the claim, including the estimated amount of any prospective injury, damage (**property damage requires two estimates**) or loss, insofar as it may be known, submit your supporting documentation (i.e. bills, invoices, estimates etc.) and show how you arrived at the total amount claimed.
- 8b. If the amount claimed **exceeds** Ten Thousand Dollars (\$10,000): No dollar amount needs to be included in the claim; however, your claim must indicate whether it would be a **limited civil case**. A limited civil case is one where the recovery sought, exclusive of fees, interest and court costs, **does not exceed** Twenty Five Thousand Dollars (\$25,000). An **unlimited civil case** is one in which recovery sought is **more than** Twenty Five Thousand Dollars (See [CCP § 86](#)).

8c. The amount claimed in this matter is indicated below (choose one):

≤ \$10,000.00
 LIMITED CIVIL CASE
 UNLIMITED CIVIL CASE

(Enter Dollar Amount if Known)

To comply with the [CA Government Code § 910 through 915.4](#) you are required to provide the information requested above. With regard to providing your SSN, see item 9 below. In order to conduct a timely investigation and work with you towards a possible resolution of your claim, the City of Palmdale requests that you read, review and or answer the following:

9. [Section 111 of the Medicare, Medicaid, and SCHIP Extension Act of 2007 \(MMSEA\)](#)

Effective January 1, 2010, the above Federal Act (MMSEA) requires all R.R.E.'s (Responsible Reporting Entities) that include the City of Palmdale to report all claims involving payments for bodily injury and or medical treatment relative to your claim with the City. As such, we are requesting you provide your Social Security Number (SSN) and or your [Health Insurance Claim Number \(HICN\)](#) as applicable. If you are receiving Medi-Cal benefits, we are required to report your claim to DCHS - California Department of Health Care Services. Not providing this information will delay your claim processing and any settlement you would be due.



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10. Name, Address and Phone Number of any Witnesses that Observed the Incident from which this claim arises:

11. Responding Authorities and or Emergency Medical Services (police, fire, ambulance) and report number (if known):

12. Medical Providers - Name, Address and Phone Number of any doctor, hospital or facility providing medical care:

13. Motor Vehicle Accident - if your claim relates to an MVA , provide the following information and attach proof of insurance:

Insurance Company: _____ Policy No. _____ Claim No. _____

Name of Contact: _____ Phone No. _____ Email: _____

14. Scene Diagram:

To better assist us in our investigation and to pinpoint the subject location in question, to the best of your ability, draw the incident scene (a diagram template is included in this packet) that includes relevant and identifiable landmarks including the cardinal direction **NORTH** as it relates to the scene; also include in your rendering: cross streets, road signs, other distinguishable markings, measurements, intersections, sidewalks, businesses etc. which will allow the City to properly investigate *your claim*.

WARNING: Presentation of a false claim is a felony under [CA PC § 72](#). At their discretion, the City of Palmdale may seek to recover all costs of defense in the event an action is filed which is later determined to not have been brought in good faith and with reasonable cause pursuant to: CCP [128.5](#) and [1038](#); the California False Claims Act [GC §12650](#) and any other remedies available.

The undersigned states that he or she is the person making the above stated claim and or is a person representing said claim and acting on behalf of the claimant above named and declares under the penalty of perjury under the Laws of the State of California that the foregoing is true and correct insofar as is known as of this date.

(Indicate Relationship) _____
(Print Name of Person Signing) Signature: _____
(Signature) Date: _____
(Date Signed)

Be advised: Palmdale [Municipal Code 3.12.030](#) Form of Claim states: *All claims shall be made in writing and verified by the claimant or by his or her guardian, conservator, executor or administrator. No other agent, including the claimant's attorney, may sign the claim.* No claim may be filed on behalf of a class of persons unless individually verified by every member of that class as required by this section. In addition, all claims shall contain the information required by California [Government Code Section 910](#). (Ord. 1337 § 2, 2007)





Incident Location Diagram

Claimant Name:

Location of Incident:

