

# City of Maricopa - Notice of Claim

Pursuant to A.R.S. Sections 12-821 & 12-821.01

Risk Management Use only- CLAIM #				RECEIVED IN CITY CLERK'S OFFICE	
Name			Date		
Address			Apt#		
City	State	Zip Code	Home Phone	Cell Phone	
<b>CLAIM FACTS</b>					
Occurrence Date		Time of Day		Location (Street Address/Intersection)	
		AM <input type="checkbox"/>			
		PM <input type="checkbox"/>			

Description of What Happened (specify the event, act, or omission causing damage or injury) **Attach additional pages, if necessary.**

Property Damage? Describe the property and extent of damage(s) sustained. **Attach estimates, appraisals, and repair bills, if available.**

Bodily Injury? Describe the nature of the injury and when you first became aware of the injury. **Attach copies of bills/receipts, if available.**

Cause of damages and/or loss:

Reasons why the City is responsible for your damages and/or loss.

List names and addresses of witnesses, involved parties:

Name	Address	Daytime Phone

Photographs Attached?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Bills, Records, Receipts, Estimates and/or Invoices Attached?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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<b>Damages Claimed</b>	
Type of Damage	\$
Other Damage:	\$
Notes:	

I, the undersigned, do solemnly swear (or affirm) that all of the above statements are true to the best of my knowledge and belief.

\_\_\_\_\_

Date Signature

This form is provided to assist in filing a claim with the City of Maricopa that complies with the requirements of A.R.S. § 12-821 and 12-821.01, which defines the requirements of filing a claim against a public entity in the State of Arizona. Failure to file a proper claim prior to the expiration of the statute of limitations may result in your claim being denied. Filing a valid, timely claim remains the claimant's sole responsibility.

A.R.S. § 12-821: All actions against any public entity or employee shall be brought within one year after the cause of action accrues and not afterward.

A.R.S. § 12-821.01: Persons who have claims against a public entity or a public employee shall file claims with the person or persons authorized to accept service for the public entity or public employee as set forth in the Arizona rules of civil procedure within one hundred eighty days after the cause of action accrues. The claim shall contain facts sufficient to permit the public entity or public employee to understand the basis on which liability is claimed. The claim shall also contain a specific amount for which the claim can be settled and the facts supporting that amount. Any claim that is not filed within one hundred eighty days after the cause of action accrues is barred and no action may be maintained thereon.

A proper notice of claim must be filed and denied before suit may be filed against a public entity or public employee. A claim will be barred by the statute of limitations if a lawsuit is not filed within one year after the cause of action accrues.

**IT IS A CRIMINAL OFFENSE TO FILE A FALSE CLAIM. (Penal Code A.R.S. § 13-2311 – Insurance Code 44-1220)**