



To Whom It May Concern:

Enclosed is a Notice of Claim form. Under Arizona law, it is required that anyone having a claim against a public entity or public employee fully and completely comply with the requirements found at A.R.S. §12-821, et seq. This form must be completed in its entirety, or a letter which includes all statutorily required information, and must be submitted to the City of Maricopa within 180 days of the occurrence.

When submitting the Notice of Claim, provide as many details as possible including dates, times, City employees and witnesses involved in the incident. If possible, enclose any photographs you believe will better assist the City in determining the extent of damages you are claiming. In addition, include any and all supporting documents (estimates, bills, written receipts, etc.) you feel are necessary and relevant to your claim.

Once you have completed your Notice of Claim Form, it must be filed with the City Clerk's Office. The City Clerk will accept your form if it is mailed, emailed or hand-delivered as stated below. It is your sole responsibility to confirm that the Clerk's Office has actually received your form.

Return by Mail, Hand Deliver, or Email to:

City of Maricopa
City Clerk's Office
39700 W Civic Circle Plaza
Maricopa, Az 85137

City Clerk: Vanessa.Bueras@maricopa-az.gov

Following the receipt of the Notice of Claim, your claim will be reviewed in conformance with A.R.S. §12-821, et seq. Should additional documents or information be requested of you by the City of Maricopa, this does not reflect any opinion by the City of Maricopa on whether your claim is with merit, valid or accepted. It may be that those responsible for reviewing your claim need additional information in order to come to a decision. Should a request be made by the City of Maricopa after the expiration of any statutorily imposed deadlines, said request is not a waiver in any manner by the City of any defense it may raise regarding the timeliness of your Notice of Claim.

If you have questions, please do not hesitate to contact me.

Sincerely,

Risk & Safety Division
(520) 316-6962