

OFFICE OF THE CITY CLERK  
City of Los Angeles  
Claim for Damages Form

Please mail the original signed form to (copies and faxes not accepted):

Address: Office of the City Clerk  
200 North Spring Street  
Room 395, City Hall  
Los Angeles, CA 90012

Hours: 7:30am - 5:00pm, Monday-Friday

Phone: 213-978-1133

You may also bring the form to our Public Counter at the above address during regular business hours.

Reminder: Please make a copy for your own records.

RESERVE FOR FILING STAMP  
CLAIM NO. \_\_\_\_\_

**CLAIM FOR DAMAGES**  
TO PERSON OR PROPERTY

**INSTRUCTIONS**

1. Claims for death, injury to person or to personal property must be filed not later than six months after the occurrence. (Gov. Code Sec. 911.2).
2. Claims for damages relating to any other type of occurrence must be filed not later than one year after the occurrence. (Gov. Code Sec. 911.2).
3. Read entire claim before filing. Claim can be mailed or filed in person. No faxes accepted.
4. See Page 3 for diagram upon which to locate place of accident.
5. This claim form must be signed on Page 3 at bottom.
6. Attach separate sheets, if necessary, to give full details. SIGN EACH SHEET.
7. Fill out in duplicate. ONE COPY TO BE RETAINED BY CLAIMANT.
8. Claim must be filed with CITY CLERK, (Gov. Code Sec. 915A)  
200 NORTH SPRING STREET, ROOM 395, CITY HALL, LOS ANGELES, CA 90012

TO: CITY OF LOS ANGELES

Name of Claimant

Age of Claimant

Home address of Claimant

City, State and Zip Code

Home Telephone Number

Business address of Claimant

City, State and Zip Code

Business Telephone Number

Give address to which you desire notices or communications to be sent regarding this claim:

How did DAMAGE or INJURY occur? Please include as much detail as possible.

When did DAMAGE or INJURY occur? Please include the date and time of the damage or injury.

Where did DAMAGE or INJURY occur? Please describe fully, and locate on the diagram on the reverse side of this sheet.  
Where appropriate, please give street names and addresses or measurements from specific landmarks:

What particular ACT or OMISSION do you claim caused the injury or damage? Please give names of City employees causing the injury or damage and identify any vehicles involved by license plate number, if known.

Please list names and address of Witnesses, Doctors and Hospitals:

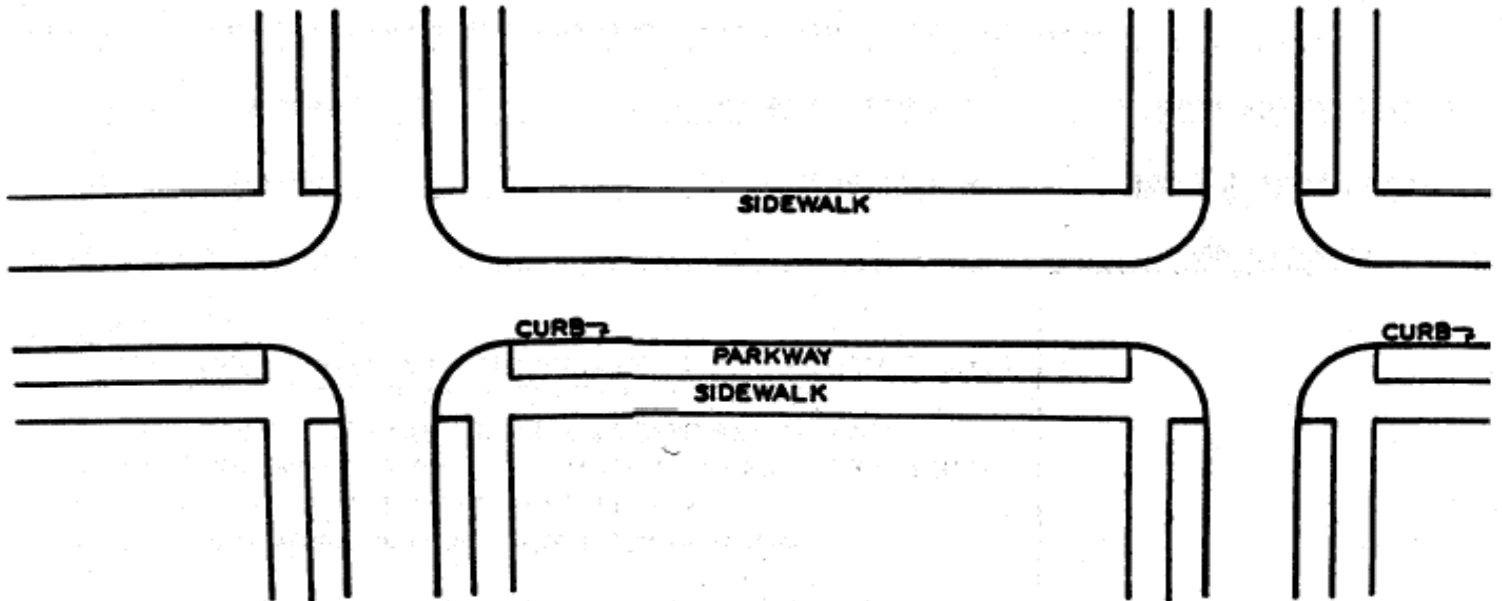
What DAMAGE or INJURIES do you claim resulted? Please give full extent of injuries or damages claimed:

What is the AMOUNT of your claim? Please itemize your damages:

If you have received any insurance payments, please give the names of the insurance companies:

For all accident claims please place on the following diagram the names of the streets where the accident occurred and the nearest cross-streets; indicate the place of the accident by an "X" and by showing the nearest address and distances to street corners. Please indicate where North is on the diagram.

Note: if the diagram does not fit the situation, please attach your own diagram.



Signature of Claimant or person filing on claimant's behalf giving relationship to claimant:

Print Name:

Date: