

CLAIMS AND ACTIONS AGAINST THE DISTRICT

CLAIM FORM

TO: Evonn Avila
SANTEE SCHOOL DISTRICT
9625 Cuyamaca Street, Santee, CA 927071

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

Name of Claimant DOB Phone Number

Address City Zip

WHEN did damage or injury occur?

WHERE did damage or injury occur?

HOW and under what circumstances did 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; attach estimates or invoices, if possible. (If amount claimed exceeds \$10,000, no dollar amount shall be stated).

\$
\$
\$

Total Amount Claimed \$

If total amount claimed exceeds \$10,000, is a Limited case? Yes No

NAMES and addresses of witnesses, doctors and hospitals:

DATE: Signature of Claimant

CLAIMS AND ACTIONS AGAINST THE DISTRICT

**NOTICE OF FAILURE TO USE DISTRICT'S CLAIM FORM
Government Code Section 910.4**

TO: [Claimant]
[Address]

RE: Claim Filed [date]

The claim you presented to the Superintendent or designee on [date] is being returned because it was not presented on the district's claim form as required by Government Code Section 910.4 and in accordance with Board policy and administrative regulation. Because the claim was not presented on the district's form, no action was taken on the claim.

You may resubmit your claim using the district's claim form, which may be obtained at the district office. Note that your claim must still comply with the time limits in the Government Code specified for filing of such claims. For further information, call [phone number].

CLAIMS AND ACTIONS AGAINST THE DISTRICT

**NOTICE OF INSUFFICIENCY
Government Code Section 910.8**

TO: [Claimant]
[Address]

RE: Claim Filed [date]

The claim presented by you on [date] fails to comply substantially with the requirements of Government Code Sections 910 and 910.2 or with the requirements of the district's claim form provided under Government Code Section 910.4. Specifically, your claim is insufficient because of the following defects or omissions:

Therefore, the claim is being returned to you without further action or consideration. If you wish to pursue this further, you should consult the Government Code or legal counsel.

The Governing Board will not take any action on the claim for a period of fifteen (15) days from the date of this notice.

Dated: _____

Signature

Typed Title of Officer

CLAIMS AND ACTIONS AGAINST THE DISTRICT

**NOTICE OF FAILURE TO FILE IN A TIMELY MANNER
Government Code Section 911.3**

TO: [Claimant]
[Address]

RE: Claim Filed [date]

The claim you presented to the Superintendent or designee on [date] is being returned because it was not presented within six months after the event or occurrence as required by law. See Sections 901 and 911.2 of the Government Code. Because the claim was not presented within the time allowed by law, no action was taken on the claim.

Your only recourse at this time is to apply without delay to [district name] for leave to present a late claim. See Sections 911.4 to 912.2, inclusive, and Section 946.6 of the Government Code. Under some circumstances, leave to present a late claim will be granted. See Section 911.6 of the Government Code.

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

CLAIMS AND ACTIONS AGAINST THE DISTRICT

**DENIAL OF APPLICATION TO FILE A LATE CLAIM
Government Code Section 911.8**

TO: [Claimant]
[Address]

RE: Claim Filed [date]

Your application to file a late claim presented on [date] has been denied. The Governing Board has determined that your claim does not satisfy one of the four conditions listed in Government Code Section 911.6.

WARNING

If you wish to file a court action on this matter, you must first petition the appropriate court for an order relieving you from the provisions of Government Code Section 945.4 (claims presentation requirement). See Government Code Section 946.6. Such petition must be filed with the court within six (6) months from the date your application for leave to present a late claim was denied.

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

CLAIMS AND ACTIONS AGAINST THE DISTRICT

**NOTICE OF ACTION TAKEN ON CLAIM
Government Code Section 913**

Dear _____:

Notice is hereby given that the claim you presented to the [district name] on [date] was [rejected, allowed, allowed in the amount of \$ _____ and rejected to the balance, rejected by operation of law or other appropriate language, whichever is applicable] on [date of action or rejection by operation of law].

WARNING

Subject to certain exceptions, you have only six (6) months from the date this letter was personally delivered or deposited in the mail to file a court action on this claim. See Government Code Section 945.6.

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

Dated: _____

Signature

Typed Title of Officer