



GARLAND

PERSONAL INJURY - PROPERTY DAMAGE

CLAIM FORM RISK 972-205-2482

Claim Number _____

Date Received _____

OFFICE USE ONLY

(Please Print)

Full Name: _____

Address: _____

City, State, Zip: _____

Contact Phone: _____

Email Address: _____

Describe in your own words WHERE, WHEN and HOW the damage or injury occurred. Attach additional pages if necessary. Give names and addresses of others involved if known. If you received a Claimant Information Card (COG-217), please list below employee name and department from the card.

Location: _____

Date: _____

Approximate Time: _____ AM
PM

Employee Name: _____ Department: _____

The **TOTAL** amount of your claim against the City is:
(Attach copies of any bills, estimates, medical reports, etc., if you have them. **Failure to include estimate will delay processing.**) _____ \$

ALL OF THE STATEMENTS MADE IN THIS CLAIM ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE:

Date

Signature of Claimant

ARTICLE XVII OF THE CHARTER OF THE CITY OF GARLAND REQUIRES WRITTEN NOTICE BEFORE ANY CLAIMS FOR INJURY OR DAMAGE MAY BE CONSIDERED. THE CHARTER PROVISION IS QUOTED BELOW FOR INFORMATION:

Sec. 4. Claims against the City.

The City of Garland shall never be liable for any personal injury, whether resulting in death or not, unless the person injured or someone in his behalf, or in the event the injury results in death, the person or persons who may have cause of action under the law by reason of such death or injury, shall file a notice in writing with the City Manager or City Secretary within six months after the same has been received, stating specifically in such notice when, where, and how the exact injury occurred and the full extent thereof, together with the amount of damages claimed or asserted. The City of Garland shall never be liable for any claim for damage or injury to personal property unless the person whose personal property has been injured or damaged, or someone in his behalf, shall file a claim in writing with the City Manager or the City Secretary within six months after said damage or injury has occurred, stating specifically when, where, and how the injury or damage occurred and the amount of damage claimed. The City of Garland shall never be liable on account of any damage or injury to person or to personal property arising from or occasioned by any defect in any public street, highway, alley, grounds or public work of the City of Garland unless the specific defect causing the damage or injury shall have been actually known to the City Manager at least twenty-four (24) hours prior to the occurrence of the injury or damage, or unless the attention of the City Manager shall have been called thereto by a notice thereof in writing at least twenty-four (24) hours prior to the occurrence of the injury or damage and proper diligence has not been exercised to rectify the defect. The notice herein required to be given to the City Manager of the specific defect causing the damage or injury shall apply where the defect arose from any omission of the City itself, through its agents, servants, or employees, or acts of third parties.

File this claim within six (6) months of the injury or property damage with the City Secretary.

If mailing:

City Secretary
City of Garland
P.O. Box 469002
Garland, Texas 75046

If delivering:

City Secretary's Office
City Hall, Fourth Floor
200 N. Fifth Street
Garland, Texas