

CITY OF BIG SPRING

MEMORANDUM

To: Claimant
From: City Secretary
Subject: Claim for Damages

Attached is a form for you to complete and return to the City of Big Spring regarding a claim for damages or injury. A copy of an estimate to repair damages or to pay for medical services for injuries must accompany this form in order for your claim to be considered.

The City of Big Spring will file your claim with the Texas Municipal League Risk and Insurance Pool. The Texas Municipal League will investigate this claim and make a determination concerning any liability of the City. **The Texas Municipal League may determine that the City is not liable for the damages or injuries for which you have filed a claim.**

RETURN THIS CLAIM FORM TO THE OFFICE OF THE CITY SECRETARY AT CITY HALL, 310 NOLAN, WITHIN SIX (6) MONTHS AFTER THE OCCURRENCE OF THE ACCIDENT.

Notice of Claim Form

Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Phone: _____

E-mail: _____

This claim form may be used to file a claim for injury or damage with the City of Big Spring. The Charter law of the City requires notice of a claim to be brought within 30 days of its occurrence. The City requests that you include estimates, bills, photos, and other related documents with this claim form.

1. Date and time of incident: Date: _____ Time: _____ am/pm

2. Where did the injury or damage occur?

3. How did the injury or damage occur?

4. Explain the extent of the injury or damage.

5. List names, addresses, and phone numbers of all witnesses:

These answers are true and correct to the best of my knowledge.

Signature _____

Date _____

Please submit this completed form or notice via US Mail, fax, or e-mail to:

City Attorney	Office: 432-264-2401
310 Nolan Street	Fax: 432-263-8310
Big Spring, TX 79720	E-mail: legal@mybigspring.com

This claim form will be sent to the City's public entity insurance pool, TMLIRP. Please allow at least 10 days for a representative to contact you.

**** Acceptance of this claim by the City does not mean that the City has accepted liability.**