

## CLAIM FORM AGAINST NEW HAVEN UNIFIED SCHOOL DISTRICT

1. Claims for death, or for injury to person or to personal property must be presented to the District not later than six (6) months after the occurrence (Govt. Code, Section 911.2), including those claims detailed in Board Policy 3320 and Administrative Regulation 3320.
2. Claims for damages to real property or for breach of contract must be presented not later than one year after the occurrence (Govt. Code, Section 911.2)
3. Please carefully read the New Haven Unified School District's Board Policy **3320** and Administrative Regulation **3320** regarding the presentation of a claim.

\_\_\_\_\_  
**Name of Claimant** **DOB** **Phone No.**

\_\_\_\_\_  
Address City Zip

Name and Address where notices shall be sent: \_\_\_\_\_  
\_\_\_\_\_

**State the DATE** the injury or damage occurred: \_\_\_\_\_

**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 this a Limited Civil case? Yes \_\_\_\_\_ No \_\_\_\_\_

**NAMES** and addresses of witnesses, doctors and hospitals: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature of Claimant

**NOTICE:** Section 72 of the California Penal Code provides that every person who, with intent to defraud, presents for payment to any School District any false or fraudulent claim, is guilty of a felony punishable by fine and/or imprisonment.