CARROLLTON
TEXAS

NOTICE OF CLAIM
AGAINST THE CITY OF CARROLLTON

PERSONAL INJURY/PROPERTY DAMAGE

File this claim within 6 months of the injury or property damage with:

CITY SECRETARY
CITY HALL
PO BOX 110535
CARROLLTON, TEXAS 75011-0535

Contact: Karen Rodgers
Phone: 972-466-4844

Please bomplete both sides of this form.

	CLAIM NUMBER
	RESOLUTION
	CAUSE NUMBER
DISTRIBUTION: RISK MANAGER CITY ATTORNEY **DO NO WRITE IN THIS SPACE.**	PRIOR CLAIMS

PLEASE PRINT FULL NAME:		PHONE NUMBER (S)
MAIL ADDRESS	CITY, STATE	ZIP CODE

The TOTAL amount of your claim against the city is: (USE OTHER SIDE FOR DETAIL)	$

Describe in your words WHERE, WHEN, AND HOW the damage or injury occurred. Attach additional pages if necessary. Give names and addresses of other involved, if known. If you received a claimant information card, please list below employee name and department from the card.		
Location		
Date	Approximate Time	AM PM
Employee Name	Department	

PLEASE COMPLETE OTHER SIDE

Give the details of your claims against the city. Attach copies of all bills, estimates, medical reports, etc.

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

DATE SIGNATURE OF CLAIMANT

SECTION 10.05 OF THE CHARTER OF THE CITY OF CARROLLTON REQUIRES WRITTEN NOTICE BEFORE ANY CLAIM FOR INJURY OR DAMAGE MAY BE CONSIDERED.

Section 10.05: NOTICE OF DAMAGE OR INJURY REQUIRED: The City of Carrollton shall never be liable for any personal injury, whether resulting in death or not, unless the person injured or someone on his behalf, or in the event the injury results in death, the person or persons who may have a cause of action under the lay by reason of such death injury, shall file a notice in writing with the City Manager or City Secretary within six (6) 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 Carrollton shall never be liable for any claim or damage or injury to personal property unless the person whose personal property has been injured or damaged, or someone in his behav, shall file a claim in writing with the City Manager or City Secretary within six (6) months after said damage or injury has occurred, stating specifically when, where and how the ininjury or damage occurred and the full extent thereof, and the amount of damage sustained.