



# Notice of Claim

City of Show Low • 180 N. 9th Street • Show Low, AZ 85901 • 928.532.4006 / Fax 928.532.4163

Page 1 of 3

## NOTICE OF CLAIM AGAINST THE CITY OF SHOW LOW

Arizona Revised Statutes Section 12-821.01.A requires that a claim filed with a government entity must contain a specific dollar amount for which the claim may be settled and all the facts supporting that amount.

The undersigned submits the following information and makes claim against the City of Show Low, and/or employee \_\_\_\_\_ as follows.

### 1. CLAIMANT INFORMATION

Claimant name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. Home \_\_\_\_\_ Work \_\_\_\_\_

Date of Birth: \_\_\_\_\_

### 2. OCCURRENCE OR EVENTS GIVING RISE TO THE CLAIM

Date of Occurrence \_\_\_\_\_ Time \_\_\_\_\_

Location of occurrence \_\_\_\_\_

Give all the specifics of the occurrence, event, act or omission that you claim caused your injury or damage \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe how or why you believe the City or employee was at fault \_\_\_\_\_

---

---

---

---

If this was a vehicle accident, state what road or highway the accident occurred on

---

Your vehicle license number \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

The license of the City vehicle \_\_\_\_\_

Name of the City driver \_\_\_\_\_

Was a police report filed?      Yes       No       I Don't Know

Police agency involved \_\_\_\_\_

**3. DESCRIPTION OF PROPERTY DAMAGE, INJURIES AND/OR ANY OTHER TYPE OF DAMAGE**

Describe the property that was damaged \_\_\_\_\_

---

---

Dollar amount of property damage claimed \$ \_\_\_\_\_

Describe the personal injuries suffered \_\_\_\_\_

---

---



# Notice of Claim

City of Show Low • 180 N. 9th Street • Show Low, AZ 85901 • 928.532.4006 / Fax 928.532.4163

Page 3 of 3

Dollar amount of personal injuries suffered \$ \_\_\_\_\_  
(Attach all receipts, or all other documentation of the amounts claimed. Attach medical reports where available.)

Describe any other type of damage sustained \_\_\_\_\_  
\_\_\_\_\_

TOTAL DAMAGES CLAIMED \$ \_\_\_\_\_

**Arizona Revised Statutes §12-821.01.A, requires a specific amount for which claims can be settled: \$ \_\_\_\_\_**

4. **WITNESSES**

List all witnesses, with their name(s), address and phone.

\_\_\_\_\_  
\_\_\_\_\_

5. Are there any additional comments, details or information you want us to consider in responding to your claim? \_\_\_\_\_  
\_\_\_\_\_

6. By signing, you verify the information presented in this claim is true to the best of your knowledge and belief, and that you acknowledge receipt of Arizona Revised Statutes Sections 12-821 and 821.01.

Signature \_\_\_\_\_ Date \_\_\_\_\_

7. Notice of Claim Received by:

Name \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

[ARS TITLE PAGE](#) [NEXT DOCUMENT](#) [PREVIOUS DOCUMENT](#)

**12-821. [General limitation; public employee](#)**

All actions against any public entity or public employee shall be brought within one year after the cause of action accrues and not afterward.

**12-821.01. [Authorization of claim against public entity or public employee](#)**

A. Persons who have claims against a public entity or a public employee shall file claims with the person or persons authorized to accept service for the public entity or public employee as set forth in the Arizona rules of civil procedure within one hundred eighty days after the cause of action accrues. The claim shall contain facts sufficient to permit the public entity or public employee to understand the basis upon which liability is claimed. The claim shall also contain a specific amount for which the claim can be settled and the facts supporting that amount. Any claim which is not filed within one hundred eighty days after the cause of action accrues is barred and no action may be maintained thereon.

B. For purposes of this section, a cause of action accrues when the damaged party realizes he or she has been damaged and knows or reasonably should know the cause, source, act, event, instrumentality or condition which caused or contributed to the damage.

C. Notwithstanding subsection A, any claim which must be submitted to a binding or nonbinding dispute resolution process or an administrative claims process or review process pursuant to a statute, ordinance, resolution, administrative or governmental rule or regulation, or contractual term shall not accrue for the purposes of this section until all such procedures, processes or remedies have been exhausted. The time in which to give notice of a potential claim and to sue on the claim shall run from the date on which a final decision or notice of disposition is issued in an alternative dispute resolution procedure, administrative claim or review process. This provision shall not be construed to prevent the parties to any contract from agreeing to extend the time for filing such notice of claim.

D. Notwithstanding subsection A, a minor or an insane or incompetent person may file a claim within one hundred eighty days after the disability ceases.

E. A claim against a public entity or public employee filed pursuant to this section is deemed denied sixty days after the filing of the claim unless the claimant is advised of the denial in writing before the expiration of sixty days.

F. This section shall apply to all causes of action which accrue on or after the effective date of this section.