



## **Claim for Damages Packet**

*Please read all of the information contained in the packet prior to completing and submitting your Claim for Damages*

### **Documents Contained in the Packet**

- Instructions for completing the Standard Tort Claim Form
- Standard Tort Claim Form

### **Legal Requirements for Submitting a Claim Form**

To verify the claim and additional supporting information, the law requires that the Standard Tort Claim form be signed by:

- Claimant; or
- Person holding a written power of attorney from the Claimant; or
- Attorney in fact for the Claimant; or
- Attorney admitted to practice in Washington State on the Claimant's behalf; or
- A court-approved guardian or guardian ad litem on behalf of the Claimant.

### **Important to Note**

- City staff are unable to assist claimant(s) in filling out the standard tort claim form.
- State Law requires an original signature on the form which means that they cannot be submitted electronically (by fax or email). The City of Chehalis requires that the claim form be notarized which can be accomplished at the City Clerk's office at the time of submission at no charge.
- The length of the Claim for Damages investigation will vary greatly depending on the complexity of the issues and the availability of evidence to support the claim. All relevant information and documents should be provided for consideration.
- The completed form may be subject to public disclosure.

### **Present in Person or Mail Original Claim Form and All Supporting Documents to:**

City of Chehalis  
c/o City Clerk's Office  
350 N. Market Blvd  
Chehalis, WA 98532

Office: 360.345.1042 Email: [kmackie@ci.chehalis.wa.us](mailto:kmackie@ci.chehalis.wa.us)

Business Hours: Monday-Friday 8:00am to 5:00pm  
Closed on Weekends and Official Holidays

## **Instructions for Completing a Standard Tort Claim Form**

- Type or print clearly in black ink and be sure to sign the completed form.
- Provide all requested information and any available documents or evidence supporting your claim such as damage estimates, receipts, bills, photographs, etc.
- If requested information cannot be supplied in the space provided, please use additional blank sheets.
- How to complete the Standard Tort Claim Form:
  - If the incident that caused the damages occurred over a period of time, please provide the beginning time and ending time of that incident.
  - Provide the amount for your damages in \$ US Dollars (USD) that should represent your opinion of total compensation. If you are still accumulating costs, please submit whatever documentation you have collected to date and leave the “in the sum of” block blank.
  - Location should list a specific address, example: 1525 Broadway Street
  - Please describe in detail, the incident that you are claiming damages for by specifically answering the 5 W questions: Who, What, Where, When & Why.
  - List all witnesses having knowledge of the incident in question with their names, addresses and phone numbers.
  - If the incident was reported to law enforcement, please provide a copy of the report, police report number (example: L19-9999) or at least, the contact information of the officer on scene that will be producing the report.
  - If you are claiming damages to an automobile, please complete information regarding the driver and owner of the vehicle.
  - If a claim has been submitted to your insurance carrier, please provide necessary contact information of your insurance carrier.
- Please make a copy of the claim form and supporting document for your records prior to submission.
- If you return the form in person to City Hall for claim submission, please ask for the City Clerk or designee to receive and properly notarize your claim. For your claim to be notarized and accepted, claimant(s) will be required to provide a valid photo identification card. Examples of a valid photo identification card are as follows: state issued driver's license, state issued identification card, US military identification card, resident alien identification card (green card) or a US Passport.
- If you have any questions regarding this procedure, you may call City Clerk, Kassi Mackie at 360.345.3240 or the city main information line at 360.345.1042.