

# Claim Against Public Entity

Sonoma County Office of Education

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Claim against \_\_\_\_\_

Sonoma County Superintendent of Schools

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

Address \_\_\_\_\_

Phone \_\_\_\_\_

## The undersigned submits the following claim and information

1. Post Office address to which claimant desires notices to be sent, if other than above

\_\_\_\_\_

2. Date, place, and time of incident which claim arises from

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

Location/school \_\_\_\_\_

3. Specifically describe the incident or accident including your reason for believing that the County Superintendent of Schools or an employee or agent is responsible for your injury or damages.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. The name(s) of any public employee(s) causing the injury, damage, or loss, if applicable

\_\_\_\_\_

5. Names, addresses, and phone numbers of witnesses

1. Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

2. Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

6. Description of personal injury. If there was no personal injury, state "NONE"

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Name of any other person injured \_\_\_\_\_  
 Address of injured person \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
8. Description of damage to property \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
9. Owner of property damaged \_\_\_\_\_
10. Location of property damaged \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
11. Amount claimed as damages (State specific dollar amount.)  
 Less than \$10,000 \_\_\_\_\_  
 \$10,000 - \$25,000 (Limited Civil) \_\_\_\_\_  
 More than \$25,000 \_\_\_\_\_  
 (Please attach any supporting bills, receipts, or estimates of cost.)
12. Describe any additional information that might be helpful in considering this claim  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**I certify under penalty of perjury that the foregoing is true and correct.**

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_

Claimant's Signature

**Return to the Sonoma County Office of Education, 5340 Skylane Boulevard, Santa Rosa, CA 95403**

**WARNING**

Please be advised that, pursuant to Sections 128.5 and 1038 of the California Code of Civil Procedure, the Sonoma County Superintendent of Schools will seek to recover all costs of defense in the event an action is filed in this matter, and it is determined that the action was not brought in good faith and with reasonable cause.