

NOTICE OF TORT CLAIM



To the Municipality of the City of Clovis, Clovis, New Mexico

IMPORTANT NOTICE

YOUR CLAIM **MUST** BE SUBMITTED TO ONE OF THE FOLLOWING:

1. MAYOR OF MUNICIPALITY
2. PURCHASING AGENT/RISK MANAGER OF A MUNICIPALITY

ALL TORT CLAIMS MUST BE SUBMITTED WITHIN **NINETY (90) DAYS** AFTER THE OCCURRENCE TO THE APPROPRIATE MUNICIPAL OFFICIAL.

CLAIMANT'S NAME: _____ MAILING ADDRESS: _____

PHONE NUMBER: _____ CITY, STATE, ZIP: _____

ADDITIONAL PHONE NUMBER(S): _____

E-MAIL ADDRESS: _____

.....
DATE/TIME OF INCIDENT: _____

LOCATION OF INCIDENT: _____

TOTAL AMOUNT OF CLAIM \$: _____

****PLEASE ATTACH AT LEAST (2) ESTIMATES AND/OR RECEIPTS LISTING THE DAMAGE(S)**

****ATTACH ANY PHOTOS/EVIDENCE YOU MAY HAVE SUPPORTING THIS CLAIM**

*******WE CANNOT PROCESS WITHOUT ESTIMATES/RECEIPTS*******

DESCRIBE IN DETAIL WHAT OCCURRED: _____

SIGNATURE _____

DATE _____

41-4-16 Notice of Claims

- A. Every person who claims damages from the state or any local public body under the Tort Claims Act [41-4-1 NMSA 1978] shall cause to be presented to the risk management division for the claims against the state, the mayor of the municipality for claims against the municipality, the superintendent of the school district for claims against the school district, the county clerk of a county for claims against the county, or to the administrative head of any other local public body for claims against such local public body, within ninety days after an occurrence giving rise to a claim for which immunity has been waived under the Tort Claims Act, a written notice stating the time, place, and circumstances of the loss or injury.

Please return all documents to City Hall, 321 N. Connelly, Clovis, NM 88101 or e-mail to:

purchasing@cityofclovis.org

Questions regarding Tort Claims? (575)769-9633 or (575)769-9634