

**CLAIM FOR DAMAGES
AGAINST THE TOWN OF SAN ANSELMO**

Contact Information

Name of Claimant	Date of Birth	Driver's License #
Home Address of Claimant	City, State, Zip Code	Telephone #
Claimant's Vehicle Make (When Vehicle is Involved)	Vehicle Model & Color (When Vehicle is Involved)	License Plate # (When Vehicle is Involved)

Contact information for communications regarding this claim (name, email, mobile phone #)

Incident Information

Date of Incident	Time of Incident	Exact Location of Incident
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Describe what happened during the incident and why claimant believes the Town of San Anselmo is responsible. Please attach additional pages and supporting documents if appropriate.

What specific injuries, damages, or losses did claimant incur as a result of the incident? Please attach additional pages and supporting documents if appropriate.

Provide name of Town employee(s) who claimant believes caused the injury, damage or loss (if applicable).

Were the police at the scene of the incident? _____ If yes, please provide police report number.

Provide names & contact information for of witnesses (if known)

Total Amount of Claim	How was the claim amount calculated? Please provide supporting invoices and payment information if appropriate.
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Please remember to do all of the following:

- Attach all supporting documents to the claim form
- Retain copies of the claim and attachments for claimant's records
- Submit the original signed claim form with attachments to the Town Clerk in person or by mail.

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

Signature of Claimant

Date

If signed by a representative of claimant:

Representative's Name

Relationship to Claimant

Representative's Contact Information

WARNING

Presentation of a false claim is a felony. (Cal. Pen. Code §72). The Town may seek to recover all costs of defense, including attorney's fees, in the event that an action is filed and later determined not to have been brought in good faith and with reasonable cause. (Cal. Civ. Proc. Code §§ 128.5, 1038).