

**CITY OF JANESVILLE
OFFICE OF THE CITY CLERK-TREASURER**

**INSTRUCTIONS FOR FILING A CLAIM
AGAINST THE CITY OF JANESVILLE**

To file a state-law claim against the City of Janesville for damages, a claimant must comply with Section 893.80(1), Wis. Stats., a copy of which is printed on the reverse side of the instruction sheet. Generally the statute requires the claimant to file with the City Clerk's Office a document stating the circumstances of the claim. The document must be signed by the claimant, or his/her agent or attorney, and must be filed within 120 days of the event. The City of Janesville allows the use of a City of Janesville CLAIM FORM.

The claimant must present to the City of Janesville the completed and signed CLAIM FORM or a similar signed written document stating the address of the claimant, a statement of the relief sought, what happened, and certain other pertinent information. If money damages are sought, a specific sum must be stated and all damages must be specifically itemized. (The above information may be combined into a single document.)

Submitting the following additional information will allow the City of Janesville to act on your claim more promptly:

1. Proof of the amount of the claim by means of either itemized receipts, bills, and invoices that you paid, or two itemized repair estimates if the claimed damage is to your motor vehicle.
2. A phone number the claimant can be reached during business hours.
3. As detailed a description of the incident as possible, including the date, time and location.

The CLAIM FORM and all information should be submitted in person or by mail to the address on the City's CLAIM FORM:

City Attorney's Office, Attn: Claims, 18 North Jackson Street, P.O. Box 5005, Janesville, WI 53547-5005

ADDITIONAL INFORMATION

Before you can file a lawsuit against the City of Janesville for reimbursement, State law requires that you first follow the claim procedures established by the City Clerk. The City of Janesville does not pay all claims. The City of Janesville is **NOT** liable for all claims filed or damages sustained. Many claims are barred by law or because of certain facts. Filing the City's CLAIM FORM does not mean that your claim will necessarily be paid and accepting the CLAIM FORM does not acknowledge any liability by the City of Janesville.

The City examines each claim submitted on an individual basis to determine if reimbursement is legally required. In order to obtain reimbursement for a claim against the City, you must prove that the City of Janesville or its employees acted unlawfully or negligently.

Claims under \$5,000.00 are reviewed and paid or denied administratively. Claims over \$5,000.00 must be reviewed administratively and then paid or denied by the Common Council. You may always seek the advice, help, and representation of an attorney-at-law of your choice concerning your claim, solely at your own cost and expense.

LIABILITY CLAIM FORM

CITY OF JANESVILLE

City Attorney's Office
18 North Jackson Street
P.O. Box 5005
Janesville, WI 53547-5005
(608) 755-3155

INSTRUCTIONS:

PRINT CLEARLY: Please fill out this form completely, sign, date, and return the signed original with all required attachments (photocopies of bills, itemized damages, and detailed description of incident) to the address listed above.

1. Date and Time of Incident:

2. Location of Incident:

3. Name of Property Owner or Injured Person:

(Age if minor: _____)

4. Home Address:

5. Telephone Number: (H) _____ (W) _____ (C) _____

6. Please give a detailed description of the incident (use back of form).

7. Total Amount of Claimed Damages: \$ _____

(Itemize your damages on back of form AND attach photocopies of all damage bills and invoices.)

NOTE: If damage is to an automobile, the City requires two estimates to process the claim.

8. Witness(es) to incident name, address, and telephone number (use back of form if necessary):

_____, 20_____
Signature of Person Filing Claim

Date of Signature

NOTE: The City of Janesville does not pay all claims. The City of Janesville is **NOT** liable for all claims filed. Many claims are barred by law or because of certain facts. Filing this CLAIM FORM does not mean that your claim will necessarily be paid and accepting this FORM does not acknowledge any liability by the City of Janesville. Your claim will be reviewed and a decision made as to the validity of your claim. Some claims can be handled administratively. Some must be reviewed by the Common Council. You will be notified by mail whether or not your claim is allowed and how much, if anything, will be paid. You may always seek the advice, help, and representation of an attorney-at-law of your choice concerning your claim, solely at your own cost and expense.