

**CITY OF NORMAN
POST OFFICE BOX 370
NORMAN, OKLAHOMA 73070**

NOTICE OF TORT CLAIM

CLAIMANT: _____ DATE: _____

ADDRESS: _____ CITY _____

STATE: _____ ZIP: _____ PHONE: (H) _____ (W) _____

EMAIL ADDRESS: _____

DATE OF INCIDENT: _____

LOCATION OF INCIDENT: _____

STATEMENT OF CIRCUMSTANCES / REASONS YOU BELIEVE CITY IS LIABLE:

(use additional pages if necessary)

MONETARY STATEMENT: List of expenses claimed for payment:

_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

TOTAL AMOUNT CLAIMED: \$ _____

NAME AND ADDRESS OF INSURANCE COMPANY: _____

_____ AGENT: _____

THIS FORM MUST BE SIGNED AND RETURNED WITH ALL REQUESTED INFORMATION IN ORDER TO BE PROCESSED.

I SWEAR AND/OR AFFIRM THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT.

CLAIMANT'S SIGNATURE

In order to assist the Citizens of Norman in the filing of a claim against the City the following information is supplied.

1. All claims must be filed with the Clerk of the City of Norman located in the Municipal Building at 201 West Gray. A claim against the City is considered barred forever if not filed within one year from the date of the loss.
2. Receipts or estimates for requested payments must be included with your claim.
3. The City requires three estimates to be submitted with your claim. If your claim is ultimately approved - the City will only pay the lowest estimate.
4. If your claim involves a vehicle belonging to you a copy of your valid title **must** accompany the claim.
5. After submission of your claim, it will be investigated as to liability and amount of damage on the part of the City.
6. The City of Norman, by law, has 90 days to act upon your claim. If no action is taken by the end of the 90th day - your claim is considered constructively denied. No notice is made to the individual filing the claim if it is constructively denied.
7. If the City Attorney's office feels that payment of your claim is in order, they will make such a recommendation to the Norman City Council for their consideration.
8. NO CITY EMPLOYEE can commit the City nor promise you that payment of your claim will be made. ONLY the Norman City Council may approve payment of your claim against the City.
9. If payment is recommended by the City Attorney's office the City Council will consider the claim at a regularly scheduled meeting - the second and fourth Tuesdays of each month. It could take 6-8 weeks before a claim is processed and reaches the Council for action.
10. If payment of your claim is approved by the City Council your check should be ready by 8:00 a.m. the Friday following the Tuesday Council meeting. Before you can pick up your check, it will be necessary for you to provide adequate identification and sign a release. **The City Attorney's office will contact you when your check is ready to be picked up.**
11. If your claim is not approved or is constructively denied at the end of 90 days, you then have 180 days to file a formal lawsuit against the City of Norman for payment of your claim. Suits filed after the 180 days are subject to dismissal by the Court.

Further information may be obtained from reading the Governmental Tort Claims Act found in Title 51 Oklahoma Statutes, Section 152.

If you have any questions or need assistance in this process, please do not hesitate to contact the Norman City Attorney's office at 217-7700 or the Norman City Clerk's office at 366-5386.