

SACRAMENTO AREA SEWER DISTRICT

Serving You 24/7

Information and Instructions for
Filing a Claim Against the
Sacramento Area Sewer District

Claims MUST be filed at the following location:

Sacramento Area Sewer District
Clerk, Board of Directors
700 H Street, Rm. 2450
Sacramento, CA 95814

Questions regarding the claims process should be referred to:

Sacramento Area Sewer District
Customer Service Liaison
(916) 876-6148

You must file your claim form, by mail or in person, with The Clerk of the Board of Directors, 700 H Street, Rm. 2450, Sacramento, CA 95814, **within the time limits prescribed by Government Code section 911.2**, which states: "A claim relating to a cause of action for death or for injury to person or to personal property or growing crops shall be presented as provided in Article 2 (commencing with Section 915) of this chapter not later than six months after the accrual of the cause of action. A claim relating to any other cause of action shall be presented as provided in Article 2 (commencing with Section 915) of this chapter not later than one year after the accrual of the cause of action." **The "accrual of the cause of action" is considered to be your date of loss (line 7 on the claim form).**

The claim shall be signed by you or by some person on your behalf, and shall include all of the information required by Government Code section 910.

Sacramento Area Sewer District Self Insurance Program

The Sacramento Area Sewer District is a self-insured public entity, which operates its claims program in accordance with regulations that are set forth in the Government Code of the State of California. With self-insurance, a business pays for its losses with its own resources.

Since the District is a self-insured public entity, **you are strongly urged to read all instructions and make yourself aware of the rules and regulations that apply to filing a claim against a public entity.** If you do not comply with the filing requirements, your claim may be returned as insufficient (Government Code section 910.8).

Are you filing a late claim?

Government Code Section 911.2 states: "A claim relating to a cause of action for death or for injury to person or to personal property or growing crops shall be presented as provided in Article 2 (commencing with Section 915) not later than six months after the accrual of the cause of action. A claim relating to any other cause of action shall be presented as provided in Article 2 (commencing with Section 915) not later than one year after the accrual of the cause of action."

If you are filing your tort claim after the six-month filing period, you must explain to SASD your reason(s) for the delay. This is called an "Application for Leave to Present a Late Claim" (see Govt. Code section 911.4). There is no application form, therefore your application should be in the form of a letter with the proposed claim attached. SASD shall consider the application in accordance with Government Code section 911.6, which lists legally acceptable reasons for filing a late claim. SASD shall decide whether the application will be accepted. SASD will consider the merits of the actual claim **only** if the "Application for Leave to Present a Late Claim" has been accepted.

Completing the Claim Form

You will need to provide the following information if you are submitting a claim to Sacramento Area Sewer District:

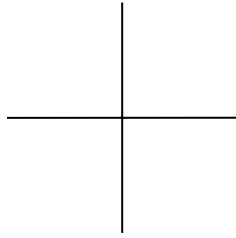
- 1. Claimant Name** Full name of the person claiming injury or damage.
- 2. Date of Birth** Date claimant was born. SASD must know if the claim is being filed by, or on behalf of, a minor.
- 3. Claimant's Address** Current Post Office address of the claimant.
- 4. Address Where Notices Are To Be Sent** The Post Office address to which the person presenting the claim desires notices to be sent.
- 5. Phone Numbers** Provide current home and work phone numbers. If you have a mobile phone, provide that as well.
- 6. E-mail address** Current e-mail address for claimant
- 7. Amount of Claim** Enter total amount of your claim as of the date of presentation of the claim, which includes the estimated amount of any prospective injury/damage/loss, insofar as it may be known at time of presentation of the claim
- 8. Itemized List of Expenses/Damages** Provide a breakdown of the amount of your total claim shown in item #7. The claimant must provide the basis of computation of the amount claimed. For property damage claims, please include one (1) estimate if the repairs are going to be under \$1,000, and two (2) estimates if the repairs are going to be over \$1,000
- 9. Date of Accident / Incident / Loss** Exact date of Accident/Incident/Loss that caused your alleged damage or injury
- 10. Location of Accident / Incident / Loss** Please provide a specific location where the Accident/Incident/Loss that caused your alleged damage or injury occurred. Include as much information as you can with respect to the location. This is vital to the investigation of your claim. A diagram has been provided for your convenience.
- 11. How Did This Accident / Incident / Loss Occur?** Detailed account of events that led to your alleged damage/injury. Include all information supporting your claim that SASD is responsible for the alleged damage/injury.
- 12. Describe Damage / Injury / Loss** Provide a detailed account of your alleged damage or injury that resulted from the Accident / Incident / Loss
- 13. Name(s) of Public Employees Causing Damage/Injury/Loss (if known)** Please list the name(s) of the SASD employee(s), and/or the SASD Department that allegedly caused your damage or injury
- 14. Are you receiving Medicare, or will you be receiving Medicare in the next 3 years?** Circle "Yes" or "No"
- 15. Signature of Claimant/Representative** Claim may be presented by claimant, or by a person acting on their behalf

NOTE: A SEPARATE CLAIM FORM IS REQUIRED FOR EACH CLAIMANT

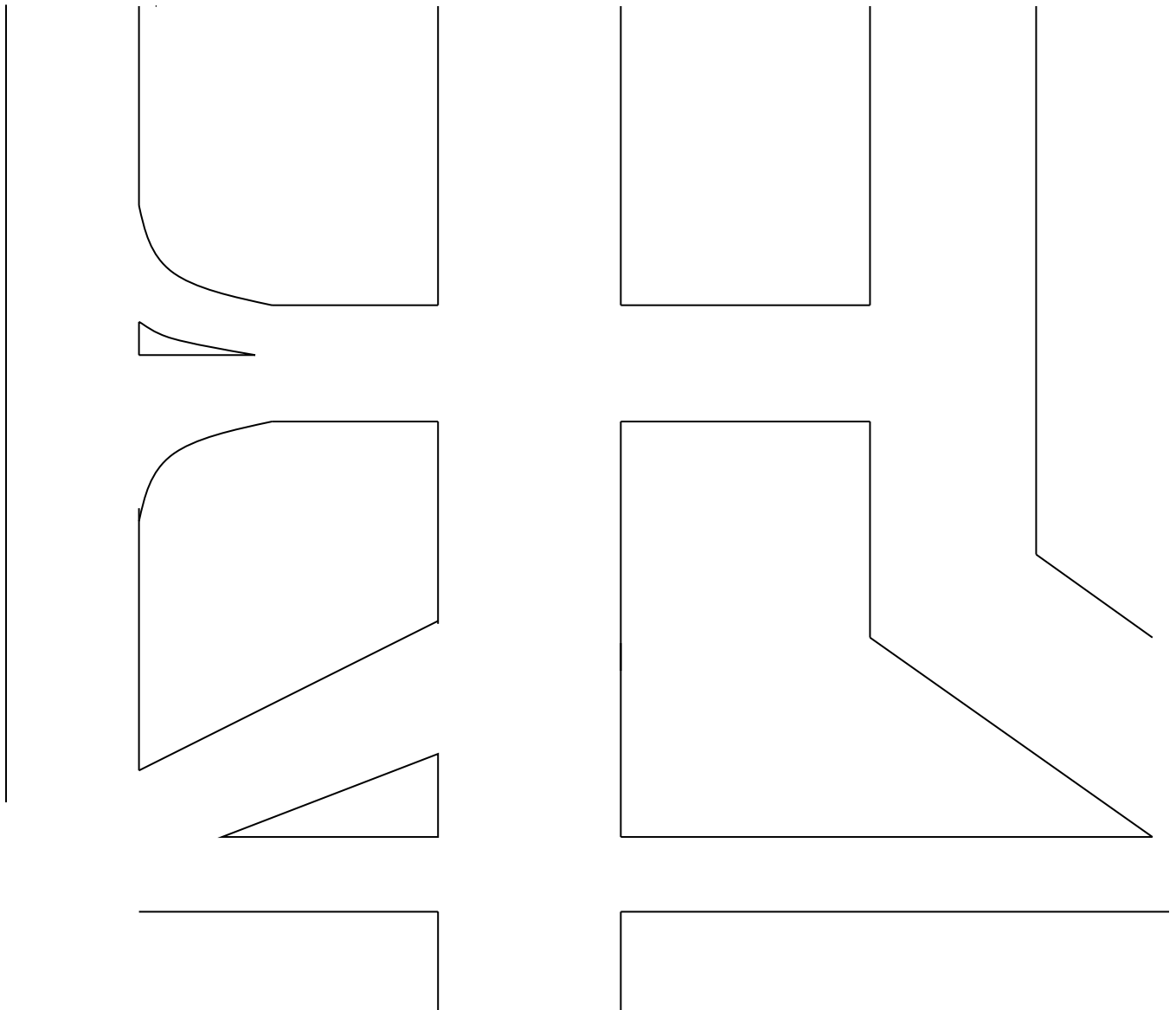
SASD Sewer Claim Instructions, 10060 Goethe Rd., Sacramento, CA 95827 Tel 916.876.6000 – Fax 916.876.6160

LOCATION DIAGRAM

Indicate Directional Points on the Compass (N, S, E, W)



1. Identify streets
2. If vehicles are involved, indicate SASD VEHICLE as #1, and all others in numerical sequence.



Please keep one (1) copy for your records - Print/Type Only

CLAIM NUMBER (Dept. Use ONLY)

CLAIM AGAINST SACRAMENTO AREA SEWER DISTRICT

1. Claimant's Name _____ 2. Date of Birth _____
Last First M.I.

3. Claimant's Address

Street (or P.O. Box) _____ City _____ State _____ Zip Code _____

4. Address Where Correspondence Should Be Sent (if different from above)

Name: _____

Street (or P.O. Box) _____ City _____ State _____ Zip Code _____

5. Phone Number

Home _____ Work _____

Other _____

6. E-mail address _____

7. Amount of Claim \$ _____

8. Itemized List of Claimed Expenses / Damages (should equal Line 7)

ITEM	DOLLAR AMOUNT
_____	\$ _____
_____	\$ _____
_____	\$ _____
(Please attach any estimates* and/or receipts to your claim)	
*1 estimate if repairs are <u>less</u> than \$1,000	
TOTAL CLAIM	\$ _____
*2 estimates if repairs are <u>more</u> than \$1,000	

Board of Directors' Stamp

Do Not Write In This Space

9. Date of Accident / Incident / Loss: _____

10. Location of Accident / Incident / Loss: _____

11. Provide your description of how the Accident / Incident / Loss Occurred: _____

12. Describe Damage / Injury / Losses being claimed (including prospective Damage / Injury / Losses to the extent it is known at the time of claim filing)

13. Name(s) of Public Employee(s) Involved: _____

14. Are you receiving Medicare, or will you be receiving Medicare in the next 3 years? YES or NO

Section 72 of the Penal Code states: "Every person who, with intent to defraud, presents for allowance or for payment to any state board or officer, or to any county, city, or district board or officer, authorized to allow or pay the same if genuine, any false or fraudulent claim, bill, account, voucher, or writing, is punishable either by imprisonment in the county jail for a period of not more than one year, by a fine of not exceeding one thousand dollars (\$1,000), or by both such imprisonment and fine, or by imprisonment in the state prison, or by a fine not exceeding ten thousand dollars (\$10,000), or by both such imprisonment and fine."

15. Signature of Claimant/Representative: _____ DATE _____