

**Claims Against
Rancho Santiago Community College District**
(for damages to person or personal property)



A claim against the Rancho Santiago Community College District must be filed with the District within six (6) months after which the incident or event occurred. (see Government Code section 911.2)
Where space is insufficient, please use additional paper and identify the paragraph(s) being answered.

Completed claims must be delivered or mailed to:

Rancho Santiago Community College District
Attn: Risk Management Office
2323 N. Broadway, #225
Santa Ana, CA 92706

1. Claimant Information: _____

Address: _____

Phone Number: _____

2. The date, place and other circumstances of the occurrence or transaction from which the claim arises.

Date of Occurrence: _____ Time of Occurrence: _____

Location: _____

Circumstances giving rise to this claim: _____

3. The name(s) of the employee(s) or department causing the injury, damage, or loss, if known.

4. What sum do you claim? Include the estimate amount of any prospective loss insofar as it may be known at the time of the presentation of this claim together with basis of computation of the amount claimed (include copies of all bills, invoices, estimates, etc.)

5. Name, address and phone number of any witnesses to the occurrence or transaction from which the claim arises.

6. If the claim relates to an automobile accident, provide the following information:

Auto Insurance Company: _____ Phone Number: _____

Address: _____

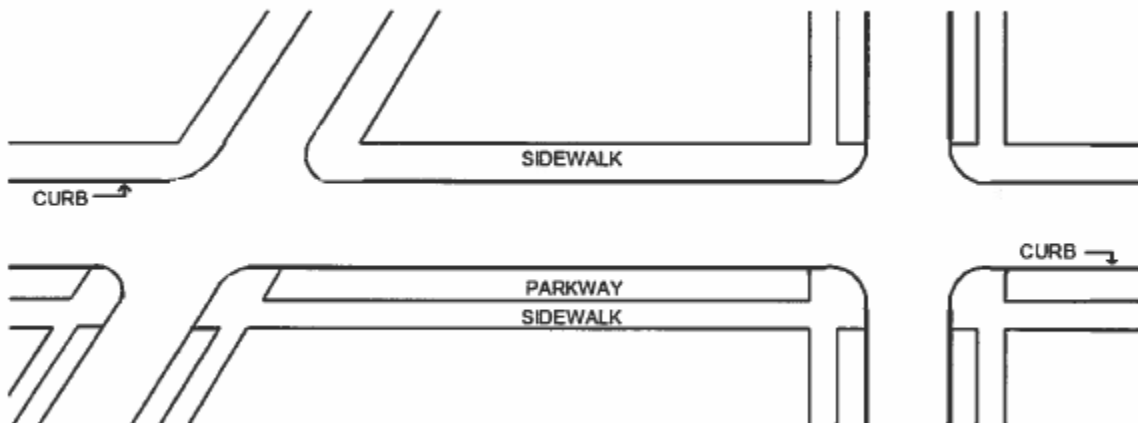
Policy Number: _____

Insurance Broker/Agent: _____ Phone Number: _____

Vehicle License No. _____ Vehicle Make/Model/Year: _____

Driver's License No: _____ State Issued: _____ Expiration: _____

For all accident claims, complete the diagram showing the direction and position of autos or property involved. Please identify the street names, vehicle/pedestrian location, area of impact, etc. and indicate where North is on the diagram. If the diagram below does not fit the situation, attached hereto a proper diagram signed by claimant.



WARNING: Presentation of a false claim is a felony (Penal Code 72). Every person who, with intent to defraud, presents for payment to any School District any false or fraudulent claim is guilty of a felony punishable by fine and/or imprisonment.

Signature of Claimant _____ Date _____