

Instructions:

- Page 1: Tort Claim Checklist
Use the checklist to track the progress of your claim.
- Pages 2 & 3: Notice of Tort Claim Form
This form must be completed and filed with OMAG.

For municipality's internal use only.

Name: _____

Address: _____

City, St, Zip: _____

Phone #: _____

TORT CLAIM CHECKLIST

_____ First Report Received:

Phone Call

Letter

Other: _____

_____ Tort Claim mailed/picked up by Person/Business.

_____ Tort Claim returned, signed by Person/Business.

_____ Amount of claim (if provided): \$ _____.

_____ Memo and Tort Claim form authorization sent to: _____.

_____ Memo and Tort Claim form authorization returned with authorization instructions.

_____ Tort Claim and Documentation to: _____.

_____ Tort Claim and all other information pertaining to claim faxed to OMAG Claims.

Other information mailed with claim: _____

_____ Copy of lawsuit claims delivered to City Attorney.

_____ Acknowledgment from OMAG Claims with name of adjuster: _____

_____ OMAG Claim Number: _____

_____ Letter from OMAG notifying City if

Claim Paid

Claim Denied

_____ Amount: \$ _____

_____ File Destroy Date per State Statute:

Notes: _____

NOTICE OF TORT CLAIM

OKLAHOMA MUNICIPAL ASSURANCE GROUP - MUNICIPAL LIABILITY PROTECTION PLAN

A. CLAIMANT REPORT

To the _____

Public entity you are filing this claim against.

PLEASE PRINT OR TYPE AND SIGN

IMPORTANT NOTICE: The filing of this form with the City Clerk's office is only the initial step in the claim process and does not indicate in any manner the acceptance of responsibility by the City or its related entities. Written notice is required by law and shall be filed with the City Clerk within one (1) year from the date of occurrence. It will then be sent to OMAG Claims Dept. for investigation. You may expect them to contact you. Failure to file within such time frame may result in the claim being barred in its entirety. Other limitations to your claim may apply (See Oklahoma Statutes Title 51, Section 151-172).

CLAIMANT(S) _____ CLAIMANT(S) SOCIAL SECURITY NO. _____
ADDRESS _____ CLAIMANT(S) DATE OF BIRTH _____
PHONE: HOME() _____ BUS.() _____

Continue on another sheet if needed for any information requested)

- 1. DATE AND TIME OF INCIDENT _____ /() a.m. () p.m.
- 2. LOCATION OF INCIDENT _____
- 3. DESCRIBE INCIDENT _____

4. LIST ALL PERSONS AND/OR PROPERTY FOR WHICH YOU ARE CLAIMING DAMAGES:

BODILY INJURY: WAS CLAIMANT INJURED? YES ___ NO ___ If yes, complete this section
Describe injury _____
WERE YOU ON THE JOB AT THE TIME OF INJURY? YES ___ NO ___ If so, please give name, address and phone number of company
NAME OF DOCTOR OR HOSPITAL _____
ALL MEDICAL BILLS (attach Copies) \$ _____
LIST OTHER DAMAGES CLAIMED \$ _____
TOTAL BODILY INJURY. \$ _____

PROPERTY DAMAGE: Proof that you are the owner of the vehicle or property allegedly damaged as specified in your claim will be required.

VEHICLE NAME _____ BODY TYPE _____ YEAR _____

NOTE: If damage is to a vehicle, a photocopy of your motor vehicle title is required.

IF NOT A VEHICLE, DESCRIBE PROPERTY AND LOSS _____

PROPERTY DAMAGE (Attach repair bills or two estimates) \$ _____
LIST OTHER DAMAGES CLAIMED \$ _____
TOTAL PROPERTY \$ _____

5. NAME OF YOUR INSURANCE CO. _____ POLICY NO. _____ AMOUNT CLAIMED _____ AMOUNT RECEIVED _____

6. The names of any witnesses known to you.

Name _____ Address _____ Phone Number _____

Name _____ Address _____ Phone Number _____

STATE THE EXACT AMOUNT OF COMPENSATION YOU WOULD ACCEPT AS FULL SETTLEMENT ON THIS CLAIM.

TOTAL CLAIM \$ _____

SIGNATURE(S) _____

DATE _____

B. THIS SECTION IS FOR USE BY THE PUBLIC ENTITY WHICH RECEIVES THE CLAIM

To inquire about this claim you may write to OMAG Claims Dept. or call 1-800-234-9461; or in the Oklahoma City metro area call 657-1400

This Notice of Tort Claim was received by _____

(Title) _____, on _____, 20____

For further information on this claim contact _____

(Title) _____, by telephone at (_____) _____

The following reports, statements or other documentation, which support our understanding of the facts relating to this claim, are attached:

Persons who have knowledge of the circumstances surrounding this claim are:

	<u>Name</u>	<u>Title/Position</u>	<u>Telephone</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Submitted by: _____ Date _____, 20____

Title: _____

AFTER THE PUBLIC ENTITY HAS RECEIVED THIS CLAIM, PLEASE PROVIDE INFORMATION REQUESTED ABOVE AND IMMEDIATELY SEND TO:

**OMAG Claims Dept.
3650 S. Boulevard
Edmond, OK 73013
Fax (405) 657-1401**