

NOTICE OF CLAIM AGAINST THE CITY OF TEMPLE

Complete and Return to:

Trasdy Newman, Legal Specialist/Paralegal
 City Attorney's Office
 2 North Main Street, Suite 308
 Municipal Building
 Temple, TX 76501

P: 254-298-5674 F: 254-298-5711 tnewman@templetx.gov

Receipt of this claim form does not imply that the City is responsible for any damages/losses you have allegedly sustained. Once received, the claim will be forwarded to our risk pool partner, Texas Municipal League, for review and/or investigation.

Please Print and Complete Both Pages of this Form

FULL NAME: _____ PHONE NUMBERS:
 Home: _____
 MAILING ADDRESS: _____ Business: _____
 CITY, STATE AND ZIP CODE: _____ Cell: _____

LOCATION OF INCIDENT: _____ APPROXIMATE TIME _____ AM
 OF INCIDENT: _____ PM
 DATE OF INCIDENT: _____

DESCRIBE IN YOUR OWN WORDS WHERE, WHEN AND HOW THE DAMAGE OR INJURY OCCURRED. ATTACH ADDITIONAL PAGES IF NECESSARY.

HOW INCIDENT HAPPENED:
