



# CITY OF LAGUNA BEACH CLAIM AGAINST THE CITY

Claims for death, injury to person, or to personal property must be filed no later than **six months** after the occurrence (Government Code Section 911.1).

Claims for damages to real property must be filed no later than **one year** after the occurrence (Government Code Section 911.2).

**RETURN COMPLETED CLAIM FORM TO:  
CITY OF LAGUNA BEACH – CITY CLERK’S OFFICE  
505 FOREST AVENUE, LAGUNA BEACH, CA. 92651**

\* Failure to provide sufficient information may result in delays in claim processing.

\_\_\_\_\_  
**Name of Claimant** **Phone Number**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Email:**

**Mailing Address for Claimant if different than above OR if Claimant is represented by an attorney provide name and address.**

Date and time of the damage or injury: \_\_\_\_\_

Where did damage or injury occur? \_\_\_\_\_

How and under what circumstances did damage or injury occur? \_\_\_\_\_

\_\_\_\_\_  
What particular action by the City, or its employees, caused the alleged damage or injury? (Include names of employees, if known). \_\_\_\_\_

\_\_\_\_\_  
What sum do you claim? Include the estimated amount of any prospective loss, insofar as it may be known at the time of the presentation of this claim, together with the basis of computation of the amount claimed. Attach estimates or bills, if possible.

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
**Total Amount of Claim** \$ \_\_\_\_\_

List names and addresses of witnesses, doctors and hospitals:

\_\_\_\_\_  
\_\_\_\_\_

**I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE FACTS HEREINABOVE SET FORTH ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Claimant**

NOTICE: Section 72 of the Penal Code provides that: "Every person who, with intent to defraud, presents for allowance or for payment to any . . . city . . . board or officer . . . 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 not exceeding one thousand dollars (\$1000), or by both such imprisonment and fine, or by imprisonment in the state prison, by a fine not exceeding ten thousand dollars (\$10,000), or by both such imprisonment and fine."