



## INSTRUCTIONS FOR FILING A CLAIM WITH THE COUNTY OF SOLANO

1. All Claim for Damages forms must be completed in their entirety, giving a precise description of the date, location and circumstances giving rise to the claim. All information requested on the claim form must be provided, if available. Written estimates or bills, if available, should also be attached to the claim form.
2. While it is not necessary to use the Claim for Damages form all requested information must be provided in order for your claim to be considered. The claim form with an **original signature** must be **filed** with the **Solano County Board of Supervisors, 675 Texas Street, 6<sup>th</sup> Floor, Suite 6500, Fairfield, CA 94533**.
3. A claim relating to a cause of action for death or injury to a person or to personal property or to growing crops shall be presented not later than **six (6) months** after the **accrual of the cause of action**. A claim relating to any other cause of action shall be presented not later than **one year** after the accrual of the cause of the action.
4. The claim must be signed by the claimant or a person acting on claimant's behalf (i.e. attorney) and the date of such signing.
5. Claims will be deemed filed on the date of actual receipt at the Clerk of the Board of Supervisors Office, or the date deposited in the United States mail in a sealed envelope, properly addressed with postage paid.

**WARNING:** CLAIMS NOT FILED IN ACCORDANCE WITH THESE INSTRUCTIONS MAY BE DEEMED TO BE INSUFFICIENT AND MAY BE REJECTED.

Claims properly filed in accordance with these procedures will be acted upon, and notice of the action will be sent to the person designated in the claim to receive notices.

SUBJECT TO CERTAIN EXCEPTIONS, YOU HAVE ONLY SIX (6) MONTHS FROM THE DATE THAT NOTICE OF REJECTION IS DEPOSITED IN THE MAIL OR PERSONALLY DELIVERED, TO FILE A COURT ACTION ON YOUR CLAIM (See California Government Code Section 945.6).

You may wish to seek the advice of an attorney of your choice in connection with any action on your claim. If you desire to consult an attorney, you should do so immediately.