

Notice of Claim Against the City of Richardson

411 W. Arapaho Road Richardson, Texas 75080 972-744-4290

Personal Injury / Property Damage

Complete information below and mail to:

Pamela Schmidt, City Secretary City of Richardson P.O. Box 830309 Richardson, TX 75083-0309

Name:	Email:
Street Address:	
City, State, Zip:	
Phone: (home)	(work)
Date of Incident:	Time of Day:
Location of Incident:	
Total Amount of Claim:	
Describe in your own words where, when, and how the damage or injury occurred. Attach additional pages if necessary. Give names and addresses of others involved. Attach copies of any repair bills, estimates, medical bills, photographs, and any other supporting documentation. Claim must be filed within six months of injury or property damage.	
All of the statements made in this claim are true and correct to the best of my knowledge.	
Date:	Claimant Signature:
	Printed Name:

CITY OF RICHARDSON CHARTER

ARTICLE 20.

Section 20.02. Notice of damage or injury.

The City of Richardson shall never be liable for any personal injury, whether resulting in death or not, unless the person injured or someone in such person's behalf, or in the event the injury results in death, the person or persons who may have a cause of action under the law by reason of such death injury, shall file a notice in writing with the city manager or city secretary within six (6) months after the same has been received, stating specifically in such notice when, where and how the exact injury occurred and the full extent thereof, together with the amount of damages claimed or asserted.

The City of Richardson shall never be liable for any claim for damage or injury to personal property unless the person whose personal property has been injured or damaged, or someone in such person's behalf, shall file a claim in writing with the city manager or the city secretary within six (6) months after said damage or injury has occurred, stating specifically when, where and how the injury or damage occurred and the full extent thereof, and the amount of damage sustained. The City of Richardson shall never be liable for any claim for damage or injury to real property caused by the negligent act or omission of its officers, servants, agents, or employees, unless the person whose real property has been injured or damaged, or someone in such person's behalf, shall file a claim in writing with the city manager or city secretary within six (6) months after said damage or injury has occurred, stating specifically when, where and how the injury or damage occurred, and the amount of damage claimed.

The City of Richardson shall never be liable on account of any damage or injury to person or to personal property arising from or occasioned by any defect in any public street, highway, alley, grounds or public work of the City of Richardson unless the specific defect causing the damage or injury shall have been actually known to the city manager, or to the designated officer of the city at least twenty-four (24) hours prior to the occurrence of the injury or damage, or unless the attention of the city manager or the designated officer of the city shall have been called thereto by a notice thereof in writing at least twenty-four (24) hours prior to the occurrence of the injury or damage and proper diligence has not been exercised to rectify the defect. The notice herein required to be given to the city manager or designated officer of the city of the specific defect causing the damage or injury shall apply where the defect arose from any omission of the city itself, through its agents, servants or employees, or acts of third parties.

State law references: Notice of tort claims, V.T.C.A., Civil Practice and Remedies Code § 101.101 et seq.