

Verified Claim Form

**TO: Ms. Terry Cobos, Director of General Services
Ventura County Community College District
255 W. Stanley Avenue, Suite 150, Ventura CA 93001**

1. Claims for death, injury to person, or to personal property must be filed not later than six (6) months after the occurrence (Govt. Code, Section 911.2)
2. Claims for damages to real property or breach of contract must be filed not later than one year after the occurrence (Govt. Code, Section 911.2) *(Attach additional pages as necessary)*

Name of Claimant

Address

WHEN did damage or injury occur? _____

WHERE did damage or injury occur? _____

HOW and under what circumstances did damage or injury occur? _____

WHAT particular action by the District 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 invoices, if possible. (If amount claimed exceeds \$10,000, no dollar amount shall be stated).

\$ _____
 \$ _____
 \$ _____
 \$ _____

Total Amount Claimed

If total amount claimed exceeds \$10,000, is this a Limited Civil case? **Yes** ☐ **No** ☐

Municipal / Superior Court *(Circle One)*

NAMES and addresses of witnesses, doctors and hospitals: _____

I, the undersigned, state:

I am the claimant, or the person presenting this claim on behalf of the claimant, in the above-entitled action; I have read the foregoing claim, and know the contents thereof; and the same is true of my knowledge, except as to those matters which are therein stated upon my information or belief, and as to those matters that I believe to be true.

I certify or declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, at _____
(Date) *(City)* *(State)*

Signature of Claimant

Relationship to Claimant if Authorized Representative

NOTICE: Section 72 of the California Penal Code provides: "Every person who with intent to defraud, presents for payment to any School District any false or fraudulent claim, is guilty of a felony punishable by fine and/or imprisonment."