

City of Palo Alto  
Office of the City Attorney

Dear Claimant:

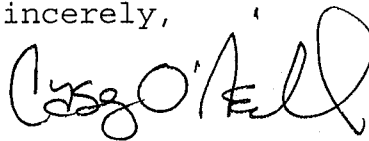
Re: POSSIBLE CLAIM AGAINST THE CITY OF PALO ALTO

Claims against the City and any documents attached thereto involving a cause of action alleging wrongful death, personal injury or damage to personal property, must be filed in triplicate with City Clerk, 7<sup>th</sup> Floor of City Hall, within (6) months of the occurrence of the alleged incident.

Claims against the City and any document attached thereto involving any other alleged cause of action must be filed in triplicate with the City Clerk, 7<sup>th</sup> Floor of City Hall, within one (1) year of the occurrence of the alleged incident. The City Hall is located at 250 Hamilton Avenue, Palo Alto, California.

The furnishing to you of the claim forms by the City is not an admission by the City of any liability on the part of the City or any officer, agent, or employee thereof.

Sincerely,



CASEY O'NEILL  
Claims Investigator