



CITY OF
**PALO
ALTO**

OFFICE OF THE CITY ATTORNEY

250 Hamilton Avenue, 8th Floor
Palo Alto, CA 94301
650.329.2171

Dear Claimant:

Re: POSSIBLE CLAIM AGAINST THE CITY OF PALO ALTO

Pursuant to Government Code 910, subject to certain limited exceptions, a claim must be filed **in triplicate** with the City of Palo Alto within six (6) months of the incident. Completed claims must be mailed or hand-delivered to the **City Clerk's Office, 250 Hamilton Avenue, P.O. Box 10250, Palo Alto, California, 94303**. E-mailed or faxed claims will not be accepted. Please complete each section and print clearly. This claim form is a public record and shall be provided upon request in conformance with the Public Records Act, Government Code Sec. 6250 *et seq.*

With limited exception, all claims against the City and any document attached thereto involving any other alleged cause of action must be filed **in triplicate** and mailed or hand-delivered to the **City Clerk's Office, 250 Hamilton Avenue, P.O. Box 10250, Palo Alto, California, 94303**, within six (6) months of the occurrence of the alleged incident.

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

Attach copies of itemized receipts, estimates, photographs or other documentation of your claim.

Sincerely,

Janet Billups
Claims Investigator