

**NOTICE OF TORT CLAIM**

**OKLAHOMA MUNICIPAL ASSURANCE GROUP - MUNICIPAL LIABILITY PROTECTION PLAN**

**A. CLAIMANT REPORT**

To the \_\_\_\_\_  
Public entity you are filing this claim against.

**PLEASE PRINT OR TYPE AND SIGN**

**IMPORTANT NOTICE:** The filing of this form with the City Clerk's office is only the initial step in the claim process and does not indicate in any manner the acceptance of responsibility by the City or its related entities. Written notice is required by law and shall be filed with the City Clerk within one (1) year from the date of occurrence. It will then be sent to OMAG Claims Dept. for investigation. You may expect them to contact you. Failure to file within such time frame may result in the claim being barred in its entirety. Other limitations to your claim may apply (See Oklahoma Statutes Title 51, Section 151-172).

CLAIMANT(S) \_\_\_\_\_ CLAIMANT(S) SOCIAL SECURITY NO. \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CLAIMANT(S) DATE OF BIRTH \_\_\_\_\_  
PHONE: HOME( ) \_\_\_\_\_ BUS.( ) \_\_\_\_\_

Continue on another sheet if needed

1. DATE AND TIME OF INCIDENT \_\_\_\_\_ / ( ) a.m. ( ) p.m. for any information requested)  
2. LOCATION OF INCIDENT \_\_\_\_\_  
3. DESCRIBE INCIDENT \_\_\_\_\_

4. LIST ALL PERSONS AND/OR PROPERTY FOR WHICH YOU ARE CLAIMING DAMAGES:

**BODILY INJURY:** WAS CLAIMANT INJURED? YES \_\_\_ NO \_\_\_ If yes, complete this section  
Describe injury \_\_\_\_\_  
WERE YOU ON THE JOB AT THE TIME OF INJURY? YES \_\_\_ NO \_\_\_ If so, please give name, address and phone number of company  
NAME OF DOCTOR OR HOSPITAL \_\_\_\_\_  
ALL MEDICAL BILLS (attach Copies) \$ \_\_\_\_\_  
LIST OTHER DAMAGES CLAIMED \$ \_\_\_\_\_  
**TOTAL BODILY INJURY. . . . .** \$ \_\_\_\_\_

**PROPERTY DAMAGE:** Proof that you are the owner of the vehicle or property allegedly damaged as specified in your claim will be required.  
VEHICLE NAME \_\_\_\_\_ BODY TYPE \_\_\_\_\_ YEAR \_\_\_\_\_  
**NOTE: If damage is to a vehicle, a photocopy of your motor vehicle title is required.**  
IF NOT A VEHICLE, DESCRIBE PROPERTY AND LOSS \_\_\_\_\_  
PROPERTY DAMAGE (Attach repair bills or two estimates) \$ \_\_\_\_\_  
LIST OTHER DAMAGES CLAIMED \$ \_\_\_\_\_  
**TOTAL PROPERTY . . . . .** \$ \_\_\_\_\_

5. NAME OF YOUR INSURANCE CO. \_\_\_\_\_ POLICY NO. \_\_\_\_\_ AMOUNT CLAIMED \_\_\_\_\_ AMOUNT RECEIVED \_\_\_\_\_

6. The names of any witnesses known to you.  
Name \_\_\_\_\_ Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Phone Number \_\_\_\_\_

STATE THE EXACT AMOUNT OF COMPENSATION YOU WOULD ACCEPT AS FULL SETTLEMENT ON THIS CLAIM.  
**TOTAL CLAIM . . . . .** \$ \_\_\_\_\_

SIGNATURE(S)

DATE

**B. THIS SECTION IS FOR USE BY THE PUBLIC ENTITY WHICH RECEIVES THE CLAIM**

To inquire about this claim you may write to OMAG Claims Dept. or call 1-800-234-9461; or in Oklahoma City call 525-6624

This Notice of Tort Claim was received by \_\_\_\_\_

(Title) \_\_\_\_\_, on \_\_\_\_\_, 20\_\_\_\_

For further information on this claim contact \_\_\_\_\_

(Title) \_\_\_\_\_, by telephone at ( \_\_\_\_\_ ) \_\_\_\_\_

The following reports, statements or other documentation, which support our understanding of the facts relating to this claim, are attached:

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Persons who have knowledge of the circumstances surrounding this claim are:

	<u>Name</u>	<u>Title/Position</u>	<u>Telephone</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Submitted by: \_\_\_\_\_ Date \_\_\_\_\_, 20\_\_\_\_

Title: \_\_\_\_\_

AFTER THE PUBLIC ENTITY HAS RECEIVED THIS CLAIM, PLEASE PROVIDE INFORMATION REQUESTED ABOVE AND IMMEDIATELY SEND TO:

**OMAG Claims Dept.**  
**3650 S. Boulevard**  
**Edmond, OK 73013**  
**Phone (405) 657-1400**  
**Fax (405) 657-1401**  
**claimsdepartment@omag.org**