

Notice of Claim received by:  
 \_\_\_\_\_ (Name)  
 \_\_\_\_\_ (Dept)  
 \_\_\_\_\_ (Date)  
 \_\_\_\_\_ (Time)

Completed Notice of Claim form should be submitted immediately to:  
 Legal Department  
 City of Sedona  
 102 Roadrunner Drive  
 Sedona, AZ 86336  
 928-204-7200

**NOTICE OF CLAIM**  
 Against City of Sedona, Arizona

Please see Exhibit "A" attached hereto for applicable statutory information. The undersigned submits the following information and makes claim against the City of Sedona, Arizona, and/or employee \_\_\_\_\_, as follows:

1. **Claimant Information**

Claimant name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_

2. **Occurrence or Events Giving Rise to the Claim**

Date of occurrence: \_\_\_\_\_ Time: \_\_\_\_\_  
 Location of occurrence: \_\_\_\_\_  
 Give specifics of the occurrence, event, act or omission that you claim caused your injury or damage: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Describe how or why you believe the City of Sedona or employee named above was at fault: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If this was a vehicle accident, state what road or highway the accident occurred on:  
 \_\_\_\_\_

Your vehicle license number: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

The license of the City of Sedona vehicle: \_\_\_\_\_

Name of City of Sedona driver: \_\_\_\_\_

Was a police report filed? Yes  No  Don't Know

Police agency involved: \_\_\_\_\_

3. **Description of Property Damage and Injuries**

Describe your property that was damaged: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dollar amount of property damage claimed: \$ \_\_\_\_\_

Describe the personal injuries suffered: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dollar amount of personal injuries suffered: \$ \_\_\_\_\_

(Attach receipts or other documentation of the amounts claimed. Attach medical reports where available.)

TOTAL DAMAGES CLAIMED: \$ \_\_\_\_\_

4. **Witnesses**

List all witnesses with their name, address and phone:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Any additional comments, details or information you want us to consider in responding to your claim: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. By signing, you verify that the information presented in this claim is true to the best of your knowledge and belief.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Exhibit "A"**  
**Arizona Revised Statutes Annotated**  
**Title 12. Courts and Civil Proceedings**  
**Chapter 7. Special Actions and Proceedings in Which the State is a Party**  
**Article 2. Actions Against Public Entities or Public Employees**

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**12-821. General limitation; public employee**

All actions against any public entity or public employee shall be brought within one year after the cause of action accrues and not afterward.

**12-821.01. Authorization of claim against public entity or public employee**

A. Persons who have claims against a public entity or a public employee shall file claims with the person or persons authorized to accept service for the public entity or public employee as set forth in the Arizona rules of civil procedure within one hundred eighty days after the cause of action accrues. The claim shall contain facts sufficient to permit the public entity or public employee to understand the basis upon which liability is claimed. The claim shall also contain a specific amount for which the claim can be settled and the facts supporting that amount. Any claim which is not filed within one hundred eighty days after the cause of action accrues is barred and no action may be maintained thereon.

B. For purposes of this section, a cause of action accrues when the damaged party realizes he or she has been damaged and knows or reasonably should know the cause, source, act, event, instrumentality or condition which caused or contributed to the damage.

C. Notwithstanding subsection A, any claim which must be submitted to a binding or nonbinding dispute resolution process or an administrative claims process or review process pursuant to a statute, ordinance, resolution, administrative or governmental rule or regulation, or contractual term shall not accrue for the purposes of this section until all such procedures, processes or remedies have been exhausted. The time in which to give notice of a potential claim and to sue on the claim shall run from the date on which a final decision or notice of disposition is issued in an alternative dispute resolution procedure, administrative claim or review process. This provision shall not be construed to prevent the parties to any contract from agreeing to extend the time for filing such notice of claim.

D. Notwithstanding subsection A, a minor or an insane or incompetent person may file a claim within one hundred eighty days after the disability ceases.

E. A claim against a public entity or public employee filed pursuant to this section is deemed denied sixty days after the filing of the claim unless the claimant is advised of the denial in writing before the expiration of sixty days.

F. This section shall apply to all causes of action which accrue on or after the effective date of this section.