

**NOTICE OF CLAIM PROVISIONS  
CITY OF AUBURN, NEW YORK**

**I. STEPS**

1. A Notice of Claim must be submitted within ninety (90) days from the date of the alleged accident/incident/occurrence upon which the claim is predicated upon.
2. A Notice of Claim consists of a written statement, outlining in detail the circumstances surrounding the incident/occurrence/accident. Please be as detailed and precise as possible.
3. A Notice of Claim, by law, cannot contain within its wording the amount of damages alleged to have been suffered. You may, however, attach to it a listing of damages/losses and/or an estimate of damages, copies of receipts, and/or any other documentation you may have to support your proposed losses. If the loss claimed is for property damage, we request two estimates be provided if alleged damages exceed \$500.00. However, in an emergency situation, the actual bill for repairs is acceptable.
4. A Notice of Claim must be signed in front of and notarized by a Notary Public.
5. To support your Notice of Claim, and to facilitate the City's investigation into a claim, we encourage you to attach any additional support materials and information you can develop. These may include, for example, sworn statements from witnesses, police departments, and the like.
6. The procedures set forth herein may be handled by yourself or your attorney.
7. A Notice of Claim should be filed with and submitted to: **The Office of the City Clerk, Memorial City Hall, Auburn, New York, 13021.**
8. For further information, or for answers to any questions you may have, you may contact the Office of the Corporation Counsel, 315/255-4176.

**II. OTHER**

1. The City of Auburn, New York is governed by Section 50-c of the General Municipal Law of the State of New York with regards to the Notice of Claim procedures. Copies thereof may be obtained for a fee of one dollar (\$1.00), by check or money order, payable to the City of Auburn.
2. Any correspondence and/or conversations with City employees prior to the submittal of a proper Notice of Claim does not constitute an admission of liability on the part of the City of Auburn.

## NOTICE OF CLAIM

**Notice of Claim must be served on the City Clerk or the City Attorney in person or by Registered or Certified Mail within 90 days after the claim arises. Improperly served claims will be rejected\***

**TO: The City of Auburn, Memorial City Hall, 24 South Street, Auburn, NY 13021**

**PLEASE TAKE NOTICE**, that a claim is hereby made pursuant to General Municipal Law Section 50-e and the following information is furnished pursuant to that Section.

**Claimant's Name:** \_\_\_\_\_

**Claimant's Address:** \_\_\_\_\_

**Claimant's Telephone:** \_\_\_\_\_

**Claimant's Attorney and Address:** \_\_\_\_\_

**Date/Time and Location Where Injury/Damage Occurred:**

\_\_\_\_\_

**Description of Occurrence:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Description of Injury/Damage:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Amount of Claim:** \_\_\_\_\_

**STATE OF NEW YORK)**

**COUNTY OF \_\_\_\_\_) SS.:**

\_\_\_\_\_, being duly sworn, deposes and says that he/she is the claimant named above; that he/she has read the foregoing Notice of Claim and knows the contents thereof; that the same is true to the knowledge of the deponent, except as to the matters stated therein to be alleged on information and belief and that as to those matters, he/she believes it to be true.

Claimant's Signature: \_\_\_\_\_

Subscribed and sworn to before me this  
\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

*This form is supplied for the convenience of the claimant. The use of this form shall not be deemed a waiver of any defense available to the City of Auburn as to form or otherwise.*

*\* Refer to **General Municipal Law, Section 50-e** for detailed information.*