



Basic Claim Information

This information is provided as a service to the citizens of the City of South Jordan and is not intended to substitute for legal advice. There are claims that are not subject to the requirements of the Government Immunity Act of Utah and which may be subject to other laws or procedures. Not all claims are honored even if correct procedures are followed; there are many circumstances where a claim need not be paid. You are urged to obtain competent legal advice if you have any questions. In addition, the City of South Jordan makes no warranty as to the correctness or completeness of this information. Requirements of the Governmental Immunity Act of Utah change from time to time. You are responsible for compliance with the current requirements of the Governmental Immunity Act of Utah. The provision of this information is not to be construed as a waiver of any provision of the Governmental Immunity Act of Utah.

In general, to make a claim against the City of South Jordan for personal injury or property damage, you are required to comply with the provisions of the Governmental Immunity Act of Utah, Code Ann. § **63G-7-101 et. seq.** This can usually be found at your local library or on the Utah State Government website.

1. Completed Notice of Claim Form (attached). The completed Notice of Claim Form must be dated and signed by the individual making the claim or by his or her legal representative. The completed Notice of Claim Form you submit must contain your original signature – copies or facsimiles are not acceptable.
2. Relevant documentation, including, but not limited to, police report(s), witness statement(s), photo(s), and/or vehicle repair estimate(s) may be submitted with the claim form but are not necessary to file your claim.
3. Receipt of a claim by the City of South Jordan is not in any respect an acknowledgement by the City of responsibility or liability for the actions alleged or the damages claimed by the claimant. The City provides these cover instructions and claim form as a convenience to the claimant.

All claims should be mailed or delivered to:

**City of South Jordan
Attention: City Recorder
1600 West Towne Center Drive
South Jordan UT 84095**



Notice of Claim

City of South Jordan
(801) 254-3742

Submit completed forms to:
 South Jordan City Recorder
 1600 West Towne Center Drive
 South Jordan UT 84095

This box for office use only

Name of Claimant	Name of injured party (if different)
Daytime Phone Number	If injured party is a minor, date of birth
Mailing Address	

Incident Information	
Date of Incident	Time of Incident
Location of incident	
Brief statement of facts	
(Attach additional page(s) if necessary)	
Total damages incurred by the claimant (so far as they are known)	

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Is this loss covered by insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which agency?	Policy Number
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Nature of claim asserted

Injuries sustained

Did a law enforcement agency investigate? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which agency?

Witnesses to the Incident		
Name	Address	Phone

I understand that the City of South Jordan has 60 days from the receipt of this claim to consider this matter and perform any investigation to verify and determine the status of this claim. During this time the City, or its designated agent(s), may request additional documentation, inspection of any property affected, and may conduct interviews with the parties involved. I further declare, under penalty and perjury, that the statements herein contained are true.

Signature of Claimant

____/____/_____
Date

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