

## CLAIMS AGAINST TOOEELE CITY

PLEASE TAKE NOTICE: That if you believe you are entitled to make a claim against Tooele City Corporation and wish to do so, you must do so in accordance with Utah's **Government Immunity Act**.

If you have already attempted to submit a claim to Tooele City Corporation by telephone, a message, through an employee, or by a written letter, PLEASE NOTE THAT YOUR SUBMITTAL MAY NOT CONSTITUTE A VALID CLAIM. A submittal to Tooele City Corporation must strictly adhere to the provisions in the **Government Immunity Act** before it becomes a legal claim.

### WHAT TO DO

Your claim must be in writing (see sample form, attached), and:

1. must give "a brief statement of the facts";
2. must state "the nature of the claim asserted";
3. must state "the damages incurred by the claimant so far as they are known";
4. must be signed by the person making the claim;
5. must be notarized; and,
6. must be delivered to the Tooele City Recorder (or may be emailed to both the Tooele City Recorder at [mpitt@tooelecity.gov](mailto:mpitt@tooelecity.gov) and to the Tooele City Attorney at [attorney@tooelecity.gov](mailto:attorney@tooelecity.gov)).

### TIME LIMITS

Your claim must be filed with the City Recorder within *one year* after the claim arises.

### MISC.

The Tooele City Attorney's office represents Tooele City Corporation, and therefore cannot provide you with legal advice. If you feel you need legal help to file a claim against Tooele City Corporation, this office recommends you seek private legal counsel.

Thank you,  
Tooele City Attorney's Office



**CLAIM AGAINST TOOEELE CITY**

**TO: TOOEELE CITY RECORDER**

**DATE SUBMITTED:** \_\_\_\_\_

(Must be dated by City Recorder’s Office unless emailed – see instructions.)

Name of Claimant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (Home/Work/Cell): \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Statement of Facts: (please be specific, and include any names or information which may be relevant):

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

(Attach a separate sheet as necessary)

Nature of Claim Asserted: (for example, Why you believe Tooele City is responsible, legal basis for your claim):

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

Damages incurred as known: (please be very specific, include estimates, receipts, appraisals, photos, videos, etc. to substantiate your loss; attach a separate sheet as necessary):

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

\_\_\_\_\_  
Signature of Claimant

State of Utah  
County of Tooele

Subscribed and sworn to before me on this: \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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

*(Revised November 2023)*