

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 shilob@tooelecity.gov and to the Tooele City Attorney at 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 July 2025)