



Northshore School District

3330 Monte Villa Parkway
Bothell WA 98021-8972
425-408-7630
www.nsd.org

Risk Management, Safety, Security

Standard Tort Claim Form Packet

Please carefully read all of the information in this packet before completing and presenting your standard Tort Claim.

New law directing a Standard Tort Claim Form:

Engrossed Substitute House Bill 1553, effective July 26, 2009, requires citizens to present the Standard Tort Claim Form to the government agency named in their claim. The law also requires state and local agencies to post on their websites the Standard Tort Claim Form with instructions. In compliance with these requirements and for the convenience of citizens, the State Office of Financial Management (OFM) developed a Standard Tort Claim Form Packet. This packet has been modified for the Northshore School District.

Documents contained in the Standard Tort Claim Form Packet:

- Standard Tort Claim Form (SF 210)
- Medical Authorization
- Vehicle Collision Form (only for tort claims involving vehicle accidents/collisions)

Instructions:

- Type or print clearly in ink and sign the Standard Tort Claim Form.
- Provide all requested information and any available documents or evidence supporting your claim, such as medical records or bills for personal injuries, photographs, proof of ownership for property damages, receipts for property value, etc.
- If the requested information cannot be supplied in the space provided, use additional blank sheets so your Standard Tort Claim Form can be easily read and understood.

Additional forms may be required:

- If you are presenting a personal injury claim, sign and attach the Medical Release Form.
- If your claim involves a motor vehicle accident, complete, sign and attach the Vehicle Collision Form.

Legal requirements for presenting Standard Tort Claim Forms:

In order to verify the claim and additional supporting information, the law requires that the Standard Tort Claim Form be signed by:

- Claimant; or
- Person holding a written power of attorney from the Claimant; or
- Attorney in fact for the Claimant, or
- Attorney admitted to practice in Washington State on the Claimant's behalf; or
- A court-approved guardian or guardian ad litem on behalf of the Claimant

Mail the Standard Tort Claim Form and supporting documents or deliver in person to:

Northshore School District
Risk Management Department
3330 Monte Villa Parkway
Bothell WA 98021-8972

Business Hours: Monday – Friday, 7:30 am to 4:30 pm

Closed on weekends and official state holidays

Please check website for modified summer hours @ www.nsd.org