Instructions for the Sumner Bonney Lake School DistrictTort Claim Form

RCW 4.96

COMPLETION

1. You will find the Tort claim form on the page following these instructions. These instructions and the Tort claim form is available on the Sumner Bonney Lake School District website or by contacting the Legal Affairs Department located in the Administrative Services Building.
2. Tort claim form must be typed or printed clearly in ink.
3. If the requested information cannot be supplied in the space provided, please use additional blank sheets so your claim can be easily read and understood.
4. Provide all requested information and any available documents supporting your claim.
5. The authorized party must sign the form and have it notarized if not represented by an attorney licensed in the state of Washington.

PRESENTATION

Presentation or delivery of the the properly completed and signed Tort claim may occur via:

A. Personal delivery, during the business hours of 7:30 a.m. – 4:00 p.m., Monday through Friday, except holidays.
B. Registered mail.
C. Certified mail (with return receipt) to registered agent.

The Sumner Bonney Lake School District is located at 1202 Wood Avenue, Sumner, WA. 98390.

TORT Claim for Damages

Chapter 4.96 RCW

Sumner Bonney Lake School District

1202 Wood Ave
Sumner, Washington 98390

To the Superintendent of the Sumner Bonney Lake School District

Please take notice that:
(Full legal name)_____
Date of Birth (Month / Day / Year): ___ /____ /____/
Who now resides at_____
Daytime phone #_____
Who resided at _____at the time of injury/damage.
Claim damages from the Sumner Bonney Lake School District in the amount of
$_____ arising out of the circumstances described below.

Date and time of alleged injury/damage
_____

Place or location where the alleged injury/damage occurred (i.e. name of school, identification of classroom)
_____
_____
Description of what occurred)
_____
_____
_____
_____
Persons involved and/or/witnesses, including name & address
_____
_____

Identification of the alleged injury or items damaged. If multiple items damaged, please itemize, attaching extra page if necessary
_____
_____
_____

Explanation of why is the Sumner Bonney Lake School District responsible for the alleged injury or damage described.
_____
_____

_____

_____

Signed:

_____

(Claimant or legal representative authorized by RCW 4.96.020)

If the claim is submitted by a person other than an attorney licensed in the state of Washington, the claim will be notarized below.

Being first duly sworn on oath, deposes and says that they are the above named claimant; have read the foregoing Claim for Damages, knows the contents thereof and believes the same to be true.

Subscribed and sworn to before me this ___ day of _____, 20_____.

Signature_____

Printed Name _____

Notary Public in and for the State of Washington

Residing at_____

My commission expires_____