

# OFFICE OF THE TOWN CLERK

Ann Quirk, Town Clerk

## Filing a Claim with the Town of Barnstable

**The limitations of the scope of the Town of Barnstable's liability for the negligent acts of its employees are established by state law. The applicable laws impose strict requirements for the filing of claims. Please consult your own legal counsel with regard to your legal rights and the required steps you must take to perfect a claim against the town of Barnstable**

### Submission of Claim

*To assist in the processing of your claim, please include the following information in your written submission to the Town Clerk:*

- a. Date of incident
- b. Detailed explanation of nature of the incident and any damages or injuries suffered.
- c. Copy of Police report (if possible/if applicable)
- d. Exact time and location of incident
- e. Town Vehicle Registration/Plate Number, if applicable.
- f. A description of the remedy you are seeking
- g. Itemized estimate of damages and/or receipts.
- h. Pictures, color if possible.
- i. Copy of medical bills for personal injuries, if applicable.
- j. The name and address of your insurance company if claim has been submitted to them.
- k. Your current contact information including address and telephone number.

All claims shall be submitted to the Town Clerk's Office. The Town cannot accept electronic forms of communication to submit claims. Please retain copies of all submissions for your records. **The Town Clerk is ONLY responsible for the filing of your claim and has no further involvement. All subsequent inquires about your claim must be directed to : David Anthony, 508-862-4652.**

### Processing of Claim

Once the claim has been submitted to the Town's insurer, the Town's insurer requires sufficient processing time to complete an investigation of your claim. **Please allow 6 to 8 weeks processing time before inquiring about your claim.** In some circumstances, your claim may be with a third party contractor and this may require you to interact directly with the third party or the contractor's insurance company as the Town would have no further involvement in the claim. Compensation is paid only if the town of Barnstable is deemed negligent and liable under the applicable statutes. **As noted above, to preserve your rights you should seek the advice of your own legal counsel.**