



INSTRUCTIONS FOR FILING A CLAIM FOR DAMAGES TO PERSON OR PROPERTY AGAINST BUTTE COUNTY

Butte County is a self-insured public entity, which administers its claims program in accordance with regulations that are set forth in the Government Code of the State of California. With self-insurance, a business pays for its losses with its own resources. Please read all instructions and make yourself aware of the rules and regulations that apply to filing a claim against the County. If you do not comply with the filing requirements, your claim may be returned as insufficient. (See Government Code Section 910.8).

Note: This information is not legal advice. If you have legal questions, please seek the advice of an attorney.

1. All claims must be completed in their entirety, giving a precise description of the date, location and circumstances giving rise to the claim. Written estimates or bills, if available, should be attached to the claim form. Auto damage requires two written estimates.
2. Return the original signed claim form and any attachments supporting your claim in person or by mail to:

Butte County Risk Management
25 County Center Drive, Suite 213
Oroville, CA 95965

3. A claim relating to a cause of action for death or for injury to person or to personal property or growing crops shall be presented not later than six (6) months after the accrual of the cause of action. A claim relating to any other cause of action shall be presented not later than one (1) year after the accrual of the cause of action. (See Government Code Section 911.2).
4. If you are filing a claim that is required by Government Code Section 911.2 to be presented not later than six months after the accrual of the cause of action, and the claim is not filed within that time, you must explain the reason(s) for the delay. This is called an "Application for Leave to Present a Late Claim". (See Government Code Section 911.4). There is no application form. Your application should be in the form of a letter with the proposed claim attached. The County will consider the application pursuant to Government Code Section 911.6, which lists legally acceptable reasons for filing a late claim, and the County will grant or deny the application. The County will consider the merits of the actual claim **only** if the "Application for Leave to Present a Late Claim" has been granted.
5. The claim form must be signed and dated by the claimant or the claimant's authorized representative. (See Government Code Section 910.2). The County will not accept the claim without a proper original signature and date of signature. The claim will be returned to you without action if it is not signed.
6. Your claim will be investigated by Risk Management. If it is determined that the County is liable, you may be contacted to settle your claim. If it is determined that the County is not liable, you will receive a letter rejecting your claim. In order for the County to use public funds to pay a claim, a determination first must be made regarding the County's liability in the matter.