

CITY OF OCONOMOWOC
174 E Wisconsin Ave
Oconomowoc, WI 53066
CLAIM OF INJURY/PROPERTY DAMAGE

1) Today's Date	2) Your Name (Last, First, Middle Initial):		
3) Your Address:		4) City, State, Zip	
5) Telephone Number:		Email:	
6) Date of Incident	7) Time of Incident <input type="checkbox"/> AM <input type="checkbox"/> PM	8) Police Notified: <input type="checkbox"/> Yes <input type="checkbox"/> No	9) Type of Loss: Bodily Injury <input type="checkbox"/> Vehicle Damage <input type="checkbox"/> Property Damage <input type="checkbox"/> Other <input type="checkbox"/>
10) Location where incident happened: (include street address if possible)			
11) Detailed description of incident: (attach additional pages, photographs, police reports, or any other supporting documents)			
12) Total Amount of Claimed Damages			
\$ _____		Attach itemization of damages, including list of property damaged, copy of receipts or estimates for repair, and any other relevant information.	
Submit this form and all supporting documents to: City of Oconomowoc Finance Dept (First Floor) 174 E Wisconsin Ave Oconomowoc, WI 53066			
Mail or in person 7:30am - 4:30pm, M-F		Signature	

Contact the City of Oconomowoc Finance Dept at (262) 569-3227 with questions on filling out this form.

See reverse side for additional information

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To file a claim against the City a claimant must comply with Section 893.80(1), Wis. Stats., a copy of which is printed at the bottom of this sheet. Generally the statute requires the claimant to submit:

- 1) A document stating the circumstances of the claim which must be signed by the claimant, or his/her agent or attorney. This document must be filed within 120 days of the event.

- 2) A document stating the address of the claimant and a statement of the relief sought. If money damages are sought, a specific sum must be stated.

Form on reverse side is designed to assist you in complying with these requirements.

ADDITIONAL INFORMATION

Filing a claim against the City does not automatically guarantee reimbursement from the City. The City files each claim with the City's insurance liability provider and examines each claim on an individual basis in determining if reimbursement is legally required. You will be notified of the City's decision to grant or disallow your claim.

Governmental entities are provided immunity from intentional and discretionary acts under Wisconsin Statute 893.80 (4), a copy of which is printed at the bottom of this sheet. In order to obtain reimbursement for a claim against the City, you must prove that the City or its employees acted unlawfully or negligently.

Only the City Administrator, Common Council, or Mayor can authorize payment of a claim against the City. Any other representations made by City employees are not legally binding on the City.

893.80 Claims against governmental bodies or officers, agents or employees; notice of injury; limitation of damages and suits.

(1d) Except as provided in subs. (1g), (1m), (1p) and (8), no action may be brought or maintained against any volunteer fire company organized under ch. 213, political corporation, governmental subdivision or agency thereof nor against any officer, official, agent or employee of the corporation, subdivision or agency for acts done in their official capacity or in the course of their agency or employment upon a claim or cause of action unless:

(a) Within 120 days after the happening of the event giving rise to the claim, written notice of the circumstances of the claim signed by the party, agent or attorney is served on the volunteer fire company, political corporation, governmental subdivision or agency and on the officer, official, agent or employee under s. 801.11. Failure to give the requisite notice shall not bar action on the claim if the fire company, corporation, subdivision or agency had actual notice of the claim and the claimant shows to the satisfaction of the court that the delay or failure to give the requisite notice has not been prejudicial to the defendant fire company, corporation, subdivision or agency or to the defendant officer, official, agent or employee; and

(b) A claim containing the address of the claimant and an itemized statement of the relief sought is presented to the appropriate clerk or person who performs the duties of a clerk or secretary for the defendant fire company, corporation, subdivision or agency and the claim is disallowed

893.80 (4) No suit may be brought against any volunteer fire company organized under ch. 213, political corporation, governmental subdivision or any agency thereof for the intentional torts of its officers, officials, agents or employees nor may any suit be brought against such corporation, subdivision or agency or volunteer fire company or against its officers, officials, agents or employees for acts done in the exercise of legislative, quasi-legislative, judicial or quasi-judicial functions.