



Office of the
City Clerk

July 22, 2016

City of Arts & Innovation

Claimant Name/Attorney's Name
Address 1
Address 2

Re: Claim of: Claimant Name
Date of Loss: XX/XX/XXXX
Claim No. XX-XX-XX
Your Claim No. XXXXXX

NOTICE OF CLAIM REJECTION

Dear Claimant:

We received and investigated your claim presented to the City Clerk on (insert date). Unfortunately, your claim was rejected on July 22, 2016. In accordance with California Government Code Section 913, we are required to present the following language as part of this rejection notice:

ATTENTION

Subject to certain exceptions, you have only six (6) months from the date this notice was personally delivered or deposited in the mail to file a court action on this claim. See Government Code Section 945.6. This time limitation does not apply to the filing of federal causes of action, which may have shorter time limitations.

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

We are unable to detail the specific reasons for the rejection via this correspondence. We recognize that you may have questions as to the nature of the rejection. Please contact the Risk Management Division at 951-826-5896 with such questions, or for additional information.

Sincerely,

COLLEEN J. NICOL, MMC
City Clerk



Office of the
City Clerk

City of Arts & Innovation

July 27, 2016

Claimant's/Attorney's Name
Address 1
Address 2

Re: Claim of: Claimant's Name
 Date of Loss: (Month/Day/Year)
 Claim No. XX-XX-XX
 Your Claim No. XXXXXX

NOTICE OF INSUFFICIENCY

Dear Claimant:

Your claim that was received by the City Clerk's Office on (Insert Date) failed to comply substantially with certain Government Code sections. The City is returning your claim without any action being taken or addressing any of the merits of your claim due to the following missing information:

(Choose from below)

- List the dollar amount for your claim.
- Describe/list the damages that you are claiming.
- Indicate how the City of Riverside is responsible.
- Unknown date of loss.
- Explain where the loss/damages occurred.
- Describe how the loss/damages occurred.

For your information, consult Sections 910, 910.2, 910.4 and 910.8 and other sections of the California Government Code pertaining to the filing of claims for damages against a public entity. Due to certain time requirements for filing claims, deficiencies should be corrected immediately. We recognize that you may have questions as to the nature of this notice. You may contact the Risk Management Division at 951-826-5896 with such questions, or for additional information.

Sincerely,

COLLEEN J. NICOL, MMC
City Clerk



Office of the
City Clerk

City of Arts & Innovation

July 22, 2016

Claimant's/Attorney's Name
Address 1
Address 2

Re: Claim of: Claimant's Name
 Date of Loss: (Month/Day/Year)
 Claim No. XX-XX-XX
 Your Claim No. XXXXXX

NOTICE OF RETURN OF UNTIMELY CLAIM WITHOUT ACTION

Dear Claimant:

The claim you presented to the City Clerk on (Insert Date) pertinent to a loss date of (Insert Date) is being returned because it was not presented within six months after the event or occurrence as required by law. See Section 901 and 911.2 of the Government Code. Because the claim was not presented within the time allowed by law, no action was taken on the claim.

Your only recourse at this time is to apply without delay to the City of Riverside for leave to present a late claim. See Sections 911.4 to 912.2, inclusive, and Section 946.6 of the Government Code. Under some circumstances, leave to present a late claim will be granted. See Section 911.6 of the Government Code.

You may seek the advice of an attorney of your choice in connection with the matter. If you desire to consult an attorney, you should do so immediately. We recognize that you may have questions as to the nature of this notice. You may contact the Risk Management Division at 951-826-5896 with such questions, or for additional information.

Sincerely,

COLLEEN J. NICOL, MMC
City Clerk