

HOW TO FILE A CLAIM

PROCEDURE FOR FILING A CLAIM AGAINST THE CITY OF STAMFORD

You must submit a letter in writing explaining the nature of your claim – include details concerning where, when and what happened.

Be sure to include your name, address, telephone number, and **any other statutorily required notice or information depending on the nature of your claim or case.**

Before filing a claim, you may wish to consult with your legal counsel.

You may attach to your letter any bills/receipts, estimates, photographs, and/or other supporting documentation.

To submit your claim, mail or hand deliver your letter to:

Town Clerk
City of Stamford
888 Washington Boulevard
Stamford, CT 06901

After your claim has been submitted to the Town Clerk's Office, it will be forwarded to the City's Office of Legal Affairs for review. Depending on the nature of the claim, it may take weeks or months from the date of the submission to receive a response and/or decision about your claim. **Once** the Office of Legal Affairs has reviewed your claim, you will be notified in writing about your claim's status.