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CITY OF MILWAUKEE
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893.80 Claims against governmental bodies or officers, agents or employees; notice of Injury; limitation of damages and suits. (1) Except as provided in subs. (1 g), (1 in), (1 p) 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.

Rose way Smill, 34175245+ Militarities Eur 53215 phone after 12; A.N. 4146438228 on June 18-2004 there was a rain storm intle city of milwander, SoI call. Department of public work, the sever department and Cold Elem I had water in my bosement. Some man call me backafter cle message on the phase, and told me mailwarder sewers, the drawn was plage up and back up in my bonema and In the sheet. The donger was dend was my blenne room table, buffer, my Fans, my oil heater, my washer & diger Boly worker power, my wood bosketterpat my washer clother in, my ball room rugs, many rugs, and balk room tops for the teelelte some drapers for ing bedrooms wendow my DRhumiclifier and my hermany sunban, my chothe Pocker you put on the top of a case to cause your clatter in my het plant a to, and a T.U. tolle my stow cooler I have no price of my they out shall say I have NOT MENT ded they I wanto keep my no

### OFFICE OF THE CITY CLERK Milwaukee Wisconsin

# INSTRUCTIONS FOR FILING A CLAIM AGAINST THE CITY OF MILWAUKEE

To file a claim against the City a claimant must comply with Section 893.80(1), Wis. Stats., a copy of which is printed on the reverse side of this instruction sheet. Generally the statue requires the claimant to submit to the City Clerk:

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

(The above information may be combined in a single document.)

The following information should also be submitted to allow the City to promptly act on your claim:

- Proof of the amount of the claim by means of either itemized receipts or two itemized estimates.
- A phone number where the claimant can be reached during business hours as well as the claimant's e-mail address, if any.
- As detailed a description of the incident as possible, including the date, time and place.

All information should be submitted to:

City Clerk ATTN: CLAIMS 200 E. Wells St., Room 205 Milwaukee, WI 53202-3567 DR YON SO BH 2 PT

BITY OF MILWAUKEE

#### ADDITIONAL INFORMATION

Before you can file a lawsuit against the City of Milwaukee for reimbursement, State law requires that you first follow the claim procedures established by the City Clerk.

Filing a claim against the City does not automatically guarantee reimbursement from the City. However, the City examines each claim on an individual basis in determining if reimbursement is legally required.

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

