

(Instructions for Filing a Claim)

Requirements of Section 910 of the Government Code

Government Code 910 provides certain requirements that must be met before a document filed against a governmental entity can be considered a properly filed claim. Failure to comply with the filing requirements will make the filing deficient and the filing will not be accepted as a properly filed claim. Any filing against the County of Kern must include all of the information as set forth in Government Code 910, a portion of which follows:

Government Code section 910. Person presenting claim; Contents of claim

A claim shall be presented by the claimant or by a person acting on his or her behalf and shall show all of the following:

- (a) The name and post office address of the claimant.
- (b) The post office address to which the person presenting the claim desires notices to be sent.
- (c) The date, place and other circumstances of the occurrence or transaction which gave rise to the claim asserted.
- (d) A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the time of presentation of the claim.
- (e) The name or names of the public employee or employees causing the injury, damage, or loss, if known.
- (f) The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether jurisdiction over the claim would rest in municipal or superior court.

The claim must be signed by the claimant and/or his designated person to sign. (Gov. Code § 910.2).

The claim must be filed with the Clerk of the Board, 1115 Truxtun Avenue, 5th Floor, Bakersfield, California 93301. The claim must be filed within six (6) months after the date of the accrual of the cause of action (Gov. Code § 911.2). This form is provided for purposes of information and Kern County reserves all rights in each.