



UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW
OFFICE OF THE GENERAL COUNSEL

UC Hastings Claims Information and Claim Form

Claims against UC Hastings can be filed for damages to person or personal property within six (6) months after which the incident or event occurred. Be sure your claim is against UC Hastings, not against the University of California or another public agency. UC Hastings is a stand-alone school. It is not part of the University of California.

What is the cost for filing a claim against UC Hastings?

There is a \$25.00 claim filing fee. Under some circumstances a fee waiver is granted. The claim must be accompanied by a check or money order made payable to UC Hastings College of the Law.

Who can file a claim?

Anyone who believes UC Hastings caused him or her to suffer monetary loss can file a claim.

What are the time limits for filing a claim?

Claims relating to the death or injury of a person, or damage to personal property, must be filed no later than six (6) months after the incident. Other claims must be filed no later than one year after the date of the incident. You can request permission to file a late claim. You may want to consult an attorney if you are not sure how the time limits apply to your claim.

Instructions for filling out this form*:

1. Provide the full name of the person claiming damage or injury.
2. Provide a daytime telephone number.
3. Provide an email address. (Optional)
4. Provide a complete mailing address.
5. Let us know the best way to contact you if we need to call you.
6. If the claim is being filed on behalf of a minor (someone under the age of 18),
7. You may wish to consult an attorney for assistance with filing a claim, however it is not required.

**Where space is insufficient, please use additional paper and identify the paragraph(s) being answered.*

CLAIM FORM

Carefully read the instructions, complete the relevant sections of the form describing the circumstances in full detail that led to the alleged damage or injury, and include any related supporting documents, such as Police reports, medical documentation, estimates for repair, etc. If you do not use the UC Hastings form, you must provide sufficient information to process the claim and the request must be appropriately signed.

1. Date of Incident/Accident: _____

Time: _____

Location: _____

2. What Happened? (Use additional sheet if necessary)

3. Describe the Damage or Injury (Use additional sheet if necessary):

4. **IF YOUR VEHICLE INVOLVED:** No. of Injured Parties: _____ No. of Witnesses:

Year/Make/Model/: _____ Vehicle License #: _____

Driver's License #: _____

Person driving Vehicle: _____

Address: _____ Phone #: _____

Registered Owner of
Vehicle: _____

Address: _____

Phone #: _____

Insurance: Y/N _____

If Yes, Provider Name and Policy

No.: _____

5. IF A UC HASTINGS VEHICLE INVOLVED:

Year/Make/Model/: _____

Vehicle License #: _____

Driver's License #: _____

Name of UC Driver: _____

Address: _____

Phone #: _____

6. IF PROPERTY INVOLVED: Est. Value \$ _____ Repair Cost \$ _____

IF BODILY INJURY INVOLVED: (*Check "E" or "S" only if UC Employee or Student*) Use additional sheet if necessary.

7. (**E** **S**) Name: _____

Phone #: _____

Address: _____

Email: _____

8. WITNESSES (*Check "E" or "S" only if UC Employee or Student*) Use additional sheet if necessary.

Phone #: _____

(**E** **S**) Name: _____

Address: _____

Email: _____

Attached Documents (Check all that apply):

9. Diagrams _____

Repair Invoice _____

Photos _____

Police Report #: _____

Other _____

Total Amount Claiming: \$ _____

10. Claim Submission:

Submitted By: _____

Mailing Address: _____

Email Address: _____

Contact Phone #: _____

Date: _____

11. Make a copy of your claim package for your records and mail the original claim package with your payment of \$25 (made out to "UC Hastings College of the Law") to the address below.

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