



## **FILING A CLAIM WITH SANDOVAL COUNTY**

If you feel you have incurred a loss or injury for which you feel the County is legally liable, you must file a "Tort Notice of Claim" with the Sandoval County Clerk within ninety (90) days of the date the incident giving rise to a claim pursuant to 41-4-16. Notice of Claims. – [New Mexico Tort Claims Act] cited below.

### **TORT NOTICE OF CLAIM**

41-4-16. Notice of Claims. – [New Mexico Tort Claim Act]

A. Every Person who claims damages from the state or any local public body under the Tort Claims Act {41-4-1 to 41-4-27 NMSA 1978} shall cause to be presented to the Risk Management Division for claims against the state, the mayor of the municipality for claims against the municipality, the superintendent of the school district for claims against the school district, the county clerk of a county for claims against the county, or the administrative head of any other local public body for claims such local public body, within ninety (90) days after an occurrence giving rise to a claim for which immunity has been waived under Tort Claims Act, a written notice stating the time, place and circumstances of the loss or injury.

When filling out the attached Tort Notice of Claim Form please print. If we are unable to read the information provided on the form it will cause a delay in submitting your claim. Please attach any documents relevant to your claim to the form.

If you have any questions regarding the claim form or the process for submitting a claim please contact the Sandoval County Human Resources and Risk Management Division at (505) 867-7505.

**Bring your Tort Notice of Claim Form in person or mail your form to the Sandoval County Clerk, 1500 Idalia Road, Building D, Bernalillo, New Mexico / P.O. Box 40, Bernalillo, New Mexico 87004.**