

# Standard Tort Claim Form

## General Liability Claim Form

Pursuant to Chapter 4.92 RCW, this form is for filing a tort claim against \_\_\_\_\_ . Some of the information on this form is required by RCW 4.92.100 and may be subject to public disclosure. Pursuant to law, Standard Tort Claim forms cannot be submitted electronically (via e-mail or fax).

For Official Use only
No.

**PLEASE TYPE OR PRINT IN INK**

Mail or deliver original claim to:

*Business Hours are .*

**CLAIMANT INFORMATION:**

1. Claimants name: \_\_\_\_\_  
Last name      First      Middle      Date of Birth (mm/dd/yyyy)
- 2 Current residential address: \_\_\_\_\_
3. Mailing address (if different) \_\_\_\_\_
4. Residential address at the time of the incident (if different from current address):  
 \_\_\_\_\_
5. Claimant's daytime telephone number:    Home: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_    Business: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
6. Claimant's e-mail address: \_\_\_\_\_

**INCIDENT INFORMATION:**

7. Date of the incident: \_\_\_\_/\_\_\_\_/\_\_\_\_      Time: \_\_\_\_\_      AM PM  
(mm/dd/yyyy)      (circle one)
8. If the incident occurred over a period of time, date of first and last occurrences:  
 from \_\_\_\_/\_\_\_\_/\_\_\_\_    Time: \_\_\_\_\_    AM PM to \_\_\_\_/\_\_\_\_/\_\_\_\_    Time \_\_\_\_\_    AM PM  
(circle one)      (circle one)
9. Location of incident: \_\_\_\_\_  
State and County      City (if applicable)      Place where occurred

10. If the incident occurred on a street or highway:

\_\_\_\_\_  
Name of street or highway      Milepost Number      At the intersection with or nearest intersecting street

11. Names, addresses and telephone numbers of all persons involved in or witness to this incident:

Name	-	-	Name	-	-
<small>Name</small>		<small>Number</small>			<small>Number</small>
	-	-		-	-
<small>Name</small>		<small>Number</small>			<small>Number</small>
	-	-		-	-
<small>Name</small>		<small>Number</small>			<small>Number</small>

12. Names, addresses and telephone numbers of Hospital employees having knowledge of this incident.

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13. Names address and telephone numbers of all individuals not already identified in #11 and #12 above that have knowledge regarding the liability issues involved in this incident, or knowledge of the Claimant's resulting damages. Please include a brief description as to the nature and extent of each person's knowledge. Attach additional sheets if necessary.

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14. Describe the cause of the injury or damages. Explain the extent of property loss or medical, physical or mental injuries. Attach additional sheets if necessary.

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15. Has this incident been reported to law enforcement, safety or security personnel? If so, when and to whom?

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16. Names, address and telephone numbers of treating medical providers. Attach copies of all medical reports and billings.

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17. Please attach documents which support the claim's allegations.

18. I claim damages from PHD \_\_\_\_\_y in the sum of \$\_\_\_\_\_.

*This Standard Tort Claim Form must be signed by the Claimant, a person holding a written power of attorney from the Claimant, by the attorney-in-fact for the Claimant, by an attorney admitted to practice in the State of Washington on the Claimant's behalf, or by a court-appointed guardian or guardian ad litem on behalf of the Claimant.*

*I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.*

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*Signature of Claimant*

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Date and place (residential address, city and county)