



OFFICE OF THE CITY CLERK

Maureen Feeney, City Clerk

Filing a Claim with the City of Boston

Please follow the procedures listed below to file a Claim with the City of Boston. If you incurred damages or injuries caused by roadway defects, sidewalk defects or potholes within the City's geographical limits, or are seeking reimbursement from damages incurred as a result of a collision with a vehicle owned or leased by the City, you must complete the attached **Notice of Claim Form**.

Your claim must include the following items:

- a. Detailed explanation of damages or injuries suffered.
- b. Exact time and location of incident.
- c. Date of Incident
- d. City Vehicle Registration/Plate Number, if applicable
- e. A **\$15.00 Filing Fee** as stipulated by Chapter 18-1.3, Section 15 of the Ordinances of 2013.
(Money Order **ONLY** made payable to the City of Boston)

Items that may be included with your claim:

- a. Itemized estimate of damages and/or receipts.
- b. Copy of Police Report if applicable.
- c. Pictures, color if possible
- d. Copy of Medical Bills for personal injuries.
- e. If estimate of repairs is over \$500, a second estimate may be required.

*All claims for sidewalk, roadway or pothole incidents **MUST** be filed within **thirty (30) days** of the date of the incident per the Statute of Limitations, Massachusetts General Laws Chapter 84, Section 18.

*All claims involving city owned or leased vehicles or personal injuries **MUST** be filed within **two (2) years** of the date of the incident per the Statute of Limitations, Massachusetts General Law Chapter 258, Section 4.

If you have a claim concerning a vehicle not owned by the City, you must file your claim directly with that entity and not with the City of Boston. Also, the Office of the City Clerk will **NOT** process claims filed after the Statute of Limitations dates or without the \$15.00 filing fee.

The City Clerk is ONLY responsible for the filing of your claim and has no further involvement once it is forwarded to the City's Law Department.

The City of Boston Law Department requires sufficient processing time to complete an investigation of your claim. Compensation is paid only if the City of Boston deemed liable. To preserve your rights, if the City does not pay your claim, you may pursue your matter in the appropriate state court within **three (3) years** from the date of the incident.

All subsequent inquiries about your claim must be directed to the Law Department at 617-635-4034 and ask to speak to Claims.

****Please allow 6 to 8 weeks processing time before inquiring about your claim****

Time Stamp



City of Boston Notice of Claim

Important Notice: There is a thirty day (30) statute of limitations (MGL Chapter 84) from the date of the defected sidewalk/roadway incidents and a two year (2) statute of limitations (MGL Chapter 258) from the date of the motor vehicle accident to file a Notice of Claim related to these incidents. Claims must be filed in the Office of the City Clerk, prior to the statute of limitation dates. Your claim will be rejected by the Law Department if it arrives after the statute dates. Please seek legal advise if you have any questions regarding these statutes.

(Please Print All Information)

Type of Claim: Vehicle Accident: Road/Sidewalk Defect: Other:
(check one)

Claimant(s) Name

(last)

(first)

(last)

(first)

Street Address:

City/State/Zip Code:

Telephone Number:

(daytime)

Attorney / Insurance Company
(if applicable)

Street Address:

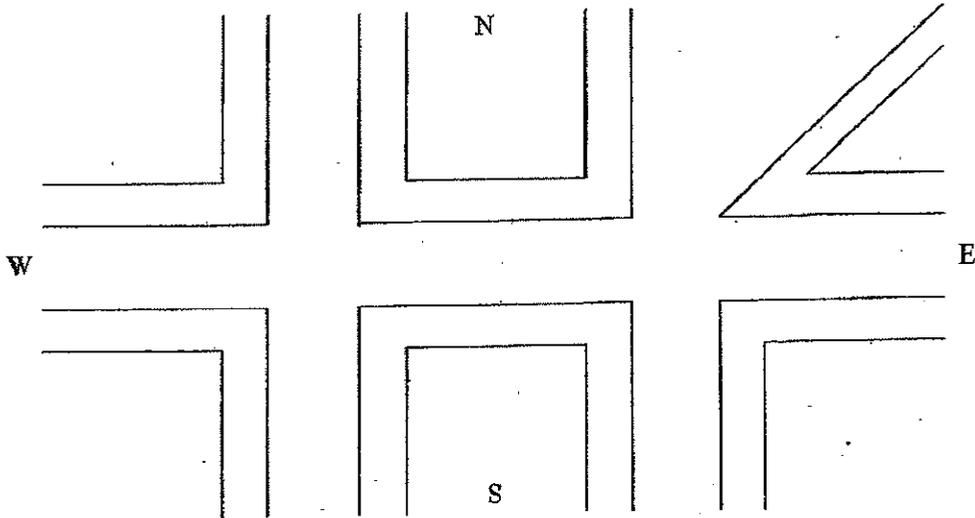
City/State/Zip Code:

Date & Time of Incident:

a.m. / p.m.

Location of Incident:

If applicable, please use the following directional diagram to describe the actual location of the sidewalk/ roadway defect or place of injuries, resulting from defects only. Please fill in the following information as completely as possible and include landmarks. Failure to provide this information may delay the adjudication of your claim. The city investigator will use this description to inspect the alleged defects or place of injuries



(include street, avenue or blvd/number or name of closest intersecting streets or landmarks)

Describe in detail the nature of the incident or injuries (Use a supplementary sheet if necessary).

City department affiliated w/claim
(unsure leave blank)

Witness Information
(if any)

(last)

(first)

Street Address:

City/State/Zip Code:

Vehicle Owner:
(claimant)

(last)

(first)

Drivers License #

Vehicle Plate #

Vehicle Model

Make:

Year:

Police Incident Report (attached)

(yes)

(no)

Repair receipt or Itemized estimate:
(if the itemized estimate/repair receipt
is greater than \$500.00 a second opinion
may be required).

(yes)

(no)

Signature of Claimant(s)

Date:

Date:

Submit all documentation to:

Office of the City Clerk
Boston City Hall – Room 601
One City Hall Square
Boston, MA 02201
ATTN: Claims Division

***Please Note:**

A \$15.00 Filing Fee as stipulated by Chapter 18-1.3 Section 15 of the City Ordinances of 2013.
Your claim will not be processed if it is not accompanied with the filing fee and said fee to be made part
of the compensation if a decision is rendered on your behalf.
Compensation is paid only if the City of Boston is found liable. To preserve your rights, if the city does not
pay your claim, you can file suit in an appropriate state court within three years (3) from the date of the incident.