



City of Apache Junction

300 East Superstition Blvd • Apache Junction, AZ 85119

www.apachejunctionaz.gov • (480) 982-8002



CLAIMS AGAINST THE CITY OF APACHE JUNCTION

INSTRUCTIONS

In order to file a Notice of Claim (“NOC”) against the city and/or its employees, a claimant should strongly consider reviewing Arizona Revised Statutes §§ 12-821 and 12-821.01, and any associated amendments and case law.

The NOC form, on the next page, is provided to assist in processing a claim against the city. The NOC should also include copies of any available supporting documents (medical bills, repair estimates, photographs, etc.) and other critical information (exact location at time of alleged loss, direction of travel, description of personal property, etc.).

Once the NOC form has been completed, it must be signed and filed with the City Clerk’s Office which will only accept it if it is mailed or hand-delivered to:

City of Apache Junction
City Clerk’s Office
300 E. Superstition Boulevard
Apache Junction, AZ 85119

Once received, the claim will be investigated by the city’s risk assessment agent to determine whether and to what extent, if any, the city may be liable. If the claimant does not receive a response to the claim within 60 calendar days after it is presented to the city, the claim is deemed denied.

The NOC form can be found on the next page.



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NOTICE OF CLAIM

1. Claimant Information

Name: _____ Date of Birth: _____

Driver's License #: _____

Address: _____

Phone Number: _____

E-mail Address: _____

2. Allegations

Occurrence Date: _____ Time: _____

Location: _____

A) Specify the event, act, or omission which allegedly caused the damage or injury (attach additional pages, if necessary).

B) Describe the alleged property damage sustained. If a vehicle was involved, include the plate #, make, model and year. (attach estimates, appraisals & repair bills).

C) Describe the alleged nature of the injury and when it was first noticed by claimant (attach copies of bills/receipts).

D) What allegedly caused the damages and/or injuries?

