
Cowlitz County Tort Claim Form Packet Instructions

Please *carefully read all of the information in this packet* before completing and presenting your Cowlitz County Tort Claim.

A New Law Impacts How a Tort Claim Form is presented to Cowlitz County

Engrossed Substitute House Bill 1553, effective July 26, 2009, requires citizens who wish to file a claim for damages against Cowlitz County to present a Tort Claim form. Cowlitz County has designated the Clerk of the Board of Cowlitz County Commissioners to receive these forms. For the convenience of citizens, Cowlitz County has developed a Tort Claim Form Packet which is available at the Administrative Services Office or on the County's website at:
<http://www.co.cowlitz.wa.us/financialmanag/fm/financialmgt.html>.

Documents Contained in the Cowlitz County Tort Claim Form Packet

1. Instructions for completing the Cowlitz County Tort Claim Form
2. Cowlitz County Tort Claim Form
3. Medical Authorization
4. Vehicle Collision Form only for tort claims involving vehicle accidents/collisions

Legal Requirements for Presenting Cowlitz County Tort Claim Forms

In order to verify the claim and additional supporting information, the law requires that the Cowlitz County Tort Claim form be signed by:

- Claimant; or
- Attorney in fact for the Claimant holding a written power of attorney from the Claimant;
or
- Attorney admitted to practice in Washington State on the Claimant's behalf; or
- A court-approved guardian or guardian ad litem on behalf of the Claimant

Present in Person or Mail the Cowlitz County Tort Claim Form and Supporting Documents to:

Clerk of the Board of County Commissioners
Cowlitz County
County Administration Building, Room 305
207 North 4th Avenue
Kelso, WA 98626

Business Hours: Monday – Friday 8:30 a.m. – 5:00 p.m.

The Commissioners' Office is closed weekends and legal holidays.

INSTRUCTIONS FOR COMPLETING A COWLITZ COUNTY TORT CLAIM FORM

- Before presenting a Cowlitz County Tort Claim form, please read these instructions, the Cowlitz County Tort Claim form, and other appropriate forms in their entirety.
- Type or print clearly in ink and sign the Cowlitz County Tort Claim form.
- Provide all requested information and any available documents or evidence supporting your claim, such as medical records or bills for personal injuries, photographs, proof of ownership for property damages, receipts for property value, etc.
- If the requested information cannot be supplied in the space provided, please use additional blank sheets so your Cowlitz County Tort Claim form can be easily read and understood.
- If you are presenting a general claim for damages, use the Cowlitz County Tort Claim form.
- If you are presenting a personal injury claim, please sign and attach the Medical Release form to the Cowlitz County Tort Claim form.
- If your claim involves a motor vehicle accident, please complete, sign, and attach the Vehicle Collision Form to the Cowlitz County Tort Claim form.

Example for Completing the Cowlitz County Tort Claim Form

The following are examples on how to complete the Cowlitz County Tort Claim Form.

(The numbered responses correspond to the numbered questions on the Cowlitz County Tort Claim Form.)

1. Smith, Karen Michelle
2. 1234 College Way NW, Apt. 56, Seattle WA 98178
3. PO Box 910, Seattle WA 98178
4. Same (or residence at the time of incident, if different)
5. 206-123-4567
6. 8:00 a.m., August 9, 2008
7. If the incident that caused the damages occurred over a period of time, please provide the beginning time and the ending time in item 7.
8. Washington, Thurston, Tumwater, Campus of South Puget Sound Community College, Building number 22.
9. I-5, Southbound, Milepost 109, near the Martin Way Exit.
10. Washington State Department of Transportation, Highway.
11. Smith, Thomas Arthur, 1234 College Way NW, Apt. 56, Seattle WA 98178 (360) 456-3456; Tow Truck Driver, Nisqually Towing.
12. Unknown
13. List all other witnesses having knowledge of the incident in question, with their names, addresses, and telephone numbers that are not listed within items 11 and 12. Also include a description of their knowledge. For example, if your sister was with you, when the alleged incident occurred, please include her name, address, telephone number, and indicate she witnessed the incident.
14. Please provide all of your medical providers with their names, address, telephone numbers, and the type of treatment. If you were treated for a personal injury, please include your medical records and bills.
15. Please describe the incident that resulted in the injury or damages, specifically answering the questions who, what, where, when and why.
16. If you reported this incident to law enforcement, safety, or security personnel, please provide a copy of the report or contact information to the person you spoke with.

17. Please provide the dollar amount for your damages, including your time loss, medical costs, property damage loss, etc. This amount should represent your opinion of total compensation.