

INSTRUCTIONS FOR FILING A CLAIM

Please read all instructions on this page before completing the claim form. You must fully complete all applicable sections of this form or your claim may be returned to you as incomplete.

Section 1 Claimant Information

Provide the full name, mailing address, and telephone number of the persons(s) claiming obligation, indebtedness, loss, damage or injury. (Note: All official State Bar notices and other correspondence will be sent to the person(s) listed in this section unless a representative's name is provided in Section 4.) If the claim is being filed on behalf of a minor, specify your relationship to the minor, and the date of birth of the minor.

Section 2 Claim Information

- State the exact date of the incident or breach which caused the obligation, indebtedness, loss, damage or injury.
- Enter the total dollar amount being claimed as a result of the alleged obligation, indebtedness, loss, damage or injury. If obligation, indebtedness, loss, damage or injury is continued or anticipated in the future, indicate with a "+" following the dollar amount.
- If the total dollar amount exceeds \$10,000, indicate whether the claim is a limited civil case or a non-limited civil case. A limited civil case is a claim in which the amount claimed totals less than \$25,000. A non-limited civil case is a claim in which the amount claimed exceeds \$25,000.
- Provide a breakdown of how the total amount being claimed was computed. You may declare expenses incurred and/or future, anticipated expenses. Attach three copies of all bills, payment receipts, and cost estimates to your claim.
- Describe in full detail the obligation, indebtedness, loss, damage or injury that allegedly resulted from the incident or breach.
- If applicable, provide the street address, city, county, state highways, road numbers, or post mile markers where the alleged incident or breach occurred.
- Describe in full detail the circumstances that led up to the alleged obligation, indebtedness, loss, damage or injury. State all facts that support your claim and why you believe the State Bar is responsible. If known, provide the name(s) of the State Bar employee(s) who allegedly caused the obligation, indebtedness, loss, damage or injury.

Section 3 Insurance Information

This section must be completed if your claim involves a motor vehicle. Indicate if a claim for the alleged damage or injury has been filed with your insurance carrier. If yes, provide the name, telephone number, and mailing address of the insurance carrier. Also include your policy number and the amount of the deductible.

Section 4 Representative Information

If your claim is being filed by an attorney or authorized representative, provide the name, telephone number, and mailing address of the attorney/representative. (Note: If an attorney or a representative's information is provided, all official State Bar notices or other correspondence will be sent to the person listed in that section.)

Section 5 Notice and Signature

The claim must be signed by the claimant or the claimant's attorney or authorized representative. The State Bar will not accept the claim without a proper original signature.

Filing a Late Claim Application

Under State law, claims relating to causes of action for death, or for injury to person or personal property or growing crops (tort claims), must be presented to the State Bar no later than six months after the date of the incident. Claims relating to any other causes of action must be presented no later than one year after the incident date. Claimants are encouraged to consult with an attorney to determine if there are exceptions for your claim. Equity claims have no statutory claim filing deadlines. Please note that evidence of "presentation" includes a clear postmark date on an envelope, a certification of personal service, or proof of mailing in the manner prescribed by Section 1013a of the California Code of Civil Procedure.

When filing a tort claim (required to be presented no later than six months as specified above) beyond the six-month period, you must explain the reason for delay in filing the claim. This explanation is called an "application for leave to present a late claim". (See Government Code Section 911.6 for legally acceptable reasons for filing a late claim.) In considering your late claim application, the State Bar will first decide whether the late claim application should be accepted or denied. The State Bar will consider the merits for the claim only if the late claim application is granted.

Claim Submittals

A complete claim form and/or late claim application and related documentation must be filed with the State Bar at the mailing address indicated on the State Bar's claim form. Claims may also be personally delivered to the State Bar of California at 180 Howard Street, San Francisco, CA 94105, marked "Attention Claims Officer, Office of the Secretary", during regular business hours (8:45 AM to 5:00 PM), Monday through Friday.

Submit the original and three copies of the completed claim form and/or late claim application and related documentation to the State Bar.