



Filing a Claim Against the City of Stamford

Lyda Ruijter, Ph.D.
City and Town Clerk
888 Washington Blvd
Stamford, CT 06901

1. Claims must be filed with the Town Clerk for the City of Stamford. Envelope and supporting documents must be clearly marked:
Town Clerk, City of Stamford, 888 Washington Blvd., Stamford, CT 06901.
2. Please include the following documents/information as part of your claim:
 - Your name, address and any other pertinent contact information you wish to add.
 - A letter describing, in detail, the incident/accident that is the subject of your claim. Please be as specific as possible, and remember to include the date and actual location of the alleged incident/accident.
 - The letter needs to be signed with an authentic signature.
 - A detailed estimate of damage, receipts, invoices and, if available, proof of payment which supports the amount of reimbursement that you claim is due to you.
 - A police incident report or other record that will support the claim against the City you are making.
 - Photographs are helpful, although not required.
3. Your claim will be recorded in the Town Clerk's Office, and then forwarded to the City's Office of Legal Affairs. Depending on the nature of the claim, it may take several weeks up to several months or longer, to investigate and make a decision about your claim.
4. The Office of Legal Affairs will notify you directly in writing about whether your claim will or will not be approved.
5. If your claim is approved, it may take up to several weeks to process your claim for payment and forward payment to you.
6. If you have submitted a claim for reimbursement to your insurance company, and the insurance company is expected to pay or has paid for your alleged damages and intends to file a subrogation claim against the City of Stamford to seek reimbursement for your alleged damages, do not also submit the identical claim to the Town Clerk's Office. (You may submit a claim for reimbursement of damages that are not covered by your insurance company).