

Filing a Notice of Claim

Process for Filing a Notice of Claim

Nebraska Revised Statute 13-905 requires that any person seeking to file a claim for negligence against the City of Lincoln must provide Notice of the events giving rise to the claim within 1 year from the date of the occurrence. This Notice must be in writing and be provided to the City Clerk or the City Attorney's Office. The written Notice should contain:

- The claimant's name, address, phone number, and email;
- The date and time of the incident;
- The individuals involved, if known;
- The location where the incident occurred;
- A description of what happened, and why you believe the City is responsible;
- Invoices, receipts, estimates, photographs, or any other supporting documentation; and
- The total amount you are requesting that the City pay.

The Notice may be delivered by hand or by any form of United States mail service (including regular, certified, registered or overnight mail) to

City Clerk
555 S. 10th St, Rm 103
Lincoln NE 68508

City Attorney's Office
555 S. 10th St, Rm 300
Lincoln NE 68508

Upon receipt, the City Attorney's office will investigate and evaluate the claim and determine whether any payment will be voluntarily made. Not all claims are honored even if the correct procedures are followed.

This information is provided as a service and is not intended to substitute for legal advice. You are responsible for compliance with the current requirements of the Nebraska Political Subdivision Tort Claims Act, Neb. Rev. Stat. 13-901, et seq.

11/13/2017