

Village of



Germantown

INSTRUCTIONS FOR FILING A CLAIM AGAINST THE VILLAGE OF GERMANTOWN

To file a claim against the Village a claimant must comply with Section 893.80(1), Wis. Stats., a copy of which is printed at the bottom of this instruction sheet. Generally the statute requires the claimant to submit to the Village Clerk:

1. A document stating the circumstances of the claim which must be signed by the claimant, or his/her agent or attorney. This document must be filed within 120 days of the event.
2. A document stating the address of the claimant and a statement of the relief sought. If money damages are sought, a specific sum must be stated.

(Information may be combined in a single document.)

The following information should also be submitted to allow the Village to promptly act on your claim:

1. Proof of the amount of the claim by means of either itemized receipts or two itemized estimates.
2. A phone number where the claimant can be reached during business hours as well as the claimant's e-mail address, if any.
3. As detailed a description of the incident as possible, including the date, time and place.

All information should be submitted to:

**Village of Germantown
ATTN: Village Clerk
N112 W17001 Mequon Rd
Germantown, WI 53022**

ADDITIONAL INFORMATION

Before you can file a lawsuit against the Village of Germantown for reimbursement, State law requires that you first follow the claim procedures established by the Village Clerk.

Filing a claim against the Village does not automatically guarantee reimbursement from the Village. However, the Village and/or Village's liability insurance carrier will examine your claim in determining if reimbursement will be paid, compromised or disallowed. If your claim is disallowed, you will be notified by letter of the Village Board's action.

Only the Village Board can authorize payment of a claim against the Village. Any other representations made by Village employees are not legally binding on the Village.

If you should have any questions about these instructions, please contact:

Village of Germantown Clerk's Office
Phone: (262) 250-4700
Email: dott@germantownwi.gov

Regular Hours: 8am – 4:30pm, M-F

893.80 Claims against governmental bodies or officers, agents or employees; notice of injury; limitation of damages and suits. (1d) Except as provided subs. (1g), (1m), (1p) and (8), no action may be brought or maintained against any volunteer fire company organized under Ch. 213, political corporation, governmental subdivision or agency thereof nor against any officer, official, agent or employee of the corporation, subdivision or agency for acts done in their official capacity or in the course of their agency or employment upon a claim or cause of action unless:

(a) Within 120 days after the happening of the event giving rise to the claim, written notice of the circumstances of the claim signed by the party, agent or attorney is served on the volunteer fire company, political corporation, governmental subdivision or agency and on the officer, official, agent or employee under s. 801.11. Failure to give the requisite notice shall not bar action on the claim if the fire company, corporation, subdivision or agency had actual notice of the claim and the claimant shows to the satisfaction of the court that the delay or failure to give the requisite notice has been prejudicial to the defendant fire company, corporation, subdivision or agency or to the defendant officer, official, agent or employee; and

(b) A claim containing the address of the claimant and an itemized statement of the relief sought is presented to the appropriate clerk or person who performs the duties of a clerk or secretary for the defendant fire company, corporation, subdivision or agency and the claim is disallowed.