

Instructions for Submitting a Government Tort Claim

Claim Process

1. Complete a Sacramento Regional Transit District Claim Form. Be sure to include your full name, current address and telephone number in the space provided.
2. Date and sign the Claim Form.
3. Personally deliver or Mail the original Claim Form and supporting documents to Sacramento Regional Transit's Risk Department.
 - a. By Personal Delivery: Sacramento Regional Transit District - Risk Department: 2811 O Street, Sacramento, CA. 95816
 - b. Bu U.S. Mail: Sacramento Regional Transit District. Attention: Risk Department: P.O. Box 2110, Sacramento, CA. 95812
4. Upon receipt of a timely and properly completed Claim Form, a Risk Analyst will contact you to acknowledge receipt of the claim and complete the required investigation.
5. When the Risk Analyst completes the investigation, s/he will contact you to discuss the outcome of the investigation and provide written notice advising you that the claim has been accepted, considered in part as a compromise or rejected in full.

Important Information

1. Claim Forms must be personally delivered to the Risk Department or submitted by U.S. Mail. Claims submitted by fax or email, will not be accepted.
2. Incomplete or unsigned Claim Forms will be returned without being processed.
3. No payment will be made until it is determined that Sacramento Regional Transit is responsible for the claimed damages.
4. California Government Code Section 910 requires that you submit a Claim Report Form no later than six months after the date of the incident or accident. Untimely claims will be returned with no action taken.
5. It is a criminal offense to file a false claim (Penal Code Section 72)

Direct your questions about filing a claim to Regional Transit District's Risk Department. Phone: 916/556-0322. Email: RiskDept@sacrt.com.