

\_\_\_\_\_  
In the Matter of the Claim of  
\_\_\_\_\_

TO:

**NOTICE OF CLAIM**

PLEASE TAKE NOTICE that the claimant herein hereby makes claim and demand against \_\_\_\_\_  
as follows:

1. The name and post office address of each claimant and of his/her attorney is:

Claimant

Claimant's Attorney

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. The nature of the claim:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. The time when, the place where and the manner in which the claim arose:

The incident occurred on \_\_\_\_\_, 20\_\_\_\_, at about \_\_\_\_\_  a.m.  p.m.

at (location) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. The items of damage or injuries claimed are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned therefore present this claim and demand \$\_\_\_\_\_ for adjustment and payment, and notify

you that unless same is adjusted and paid within the time provided by law from the date of this presentation to you, it is the intention of the undersigned to commence an action thereon.

Dated: \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_, New York

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Attorney(s) for Claimant(s)  
Office and Post Office Address, Telephone Number

**Individual Verification**

State of New York, County of \_\_\_\_\_ ss.:  
being duly sworn, deposes and says that deponent is the claimant in the within action; that he/she has read the foregoing Notice of Claim and knows the contents thereof; that the same is true to deponent's own knowledge, except as to the matters therein stated to be alleged on information and belief, and that as to those matters deponent believes it to be true.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
\_\_\_\_\_  
Notary Public

**Corporate Verification**

State of New York, County of \_\_\_\_\_ ss.:  
Being duly sworn, deposes and says that deponent is the of Corporate claimant named in the within action; that deponent has read the foregoing Notice of Claim and knows the contents thereof, and that the same is true to deponent's own knowledge, except as to the matters therein stated to be alleged upon information and belief, and as to those matters deponent believes to be true.

This verification is made by deponent because said claimant is a \_\_\_\_\_ corporation, and deponent an officer thereof, to wit its The grounds of deponent's belief as to all matters not stated upon deponent's knowledge are as follows:

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
\_\_\_\_\_  
Notary Public