

**TOWN OF BLACKSBURG, VIRGINIA**  
**Town Attorney's Office**

**Claims Procedure**

- I. From time to time citizens believe it appropriate to make a financial claim against the Town of Blacksburg. These cases arise when citizens believe that they were injured, or that their property was damaged, by an act or omission of the Town. The purpose of this Claims Procedure is to provide a guide to citizens for the filing of claims against the Town. With this procedure, the Town Attorney is not here providing, and may not ethically provide, legal advice to citizens in these cases. Citizens should contact their own attorneys about their claims.
  
- II. To make a claim against the Town, citizens should send, deliver, or fax a written statement to the Town Attorney within six (6) months after occurrence of the event giving rise to the claim. The statement should describe the nature of the claim (for example, whether for property damage, bodily injury, or death), and the time and place at which the damage, bodily injury, or death is alleged to have occurred, or to have been received. For your convenience, a printable claim form follows this information; however, you do not have to use this form. Please see § 2-303, Blacksburg Town Code, as amended, for more complete information.
  
- III. The Town generally refers claims to the Town's insurance carrier. The carrier will refuse to pay a claim if the applicable law and the facts do not support the claim. The Town is protected by the doctrine of governmental immunity in many cases, and is simply not liable for claims that are covered by this doctrine. The Town retains a small number of claims (usually under \$1,000) to handle itself; and the same principles that apply to the insurance carrier apply to the Town. Please consult an attorney concerning these principles because they are simplified and condensed here.
  
- IV. If the insurance carrier of the Town denies your claim against the Town, you may assert your claim in court. Please consult your attorney in this situation.
  
- V. The Town Attorney will respond to general questions about the claim procedure. However, the statements of the Town Attorney will not likely go beyond the information contained here. Please contact your attorney for legal advice concerning a possible claim against the Town.

Claims may be submitted as follows:

By mail to:  
Town Attorney  
300 South Main Street  
P.O. Box 90003  
Blacksburg, VA 24062-9003

By Facsimile to: 540/961-1822

# TOWN OF BLACKSBURG, VIRGINIA

## CLAIM FORM

*Please note that this is not an on-line form.  
You must print this page, fill it in, and mail, deliver, or fax it to the  
Town Attorney, as set out on this form.*

**Claim information:**

Name of Claimant(s) \_\_\_\_\_

Address of Claimant(s) \_\_\_\_\_

Phone number of Claimant(s) \_\_\_\_\_

Nature of claim (property damage, bodily injury, and the like) \_\_\_\_\_

\_\_\_\_\_

Date, time and place of event on which claim is based \_\_\_\_\_

\_\_\_\_\_

Explanation of accident or event on which claim is based \_\_\_\_\_

\_\_\_\_\_

Amount claimed (please attach supporting documentation, if possible) \_\_\_\_\_

Reason for alleged Town responsibility (optional) \_\_\_\_\_

**If claim involves property damage, please provide the following insurance information:**

Name of Claimant's insurance company \_\_\_\_\_

Address of Claimant's insurance company \_\_\_\_\_

Claimant's insurance policy number \_\_\_\_\_

**Claimant' signature:**

Signature of Claimant(s) \_\_\_\_\_

Date \_\_\_\_\_

# **TOWN OF BLACKSBURG, VIRGINIA**

## **Claim Form**

## **Instructions**

File this claim form within six (6) months after occurrence of event or facts on which claim is based with the Town Attorney's office:

Lawrence S. Spencer, Jr.  
Town Attorney  
Town of Blacksburg, Virginia  
300 South Main Street  
P.O. Box 90003  
Blacksburg, VA 24062-9003

If you mail the claim form, it is your responsibility to ensure that it is received by the Town before the expiration of the six (6) month period.