

Form # 2 NOTICE OF INSUFFICIENCY  
\* TO BE TYPED ON CITY LETTERHEAD

TO: Name of Claimant  
c/o claimant's attorney, or  
claimant's parents, if a minor

Use address on claim indicating address to which notices are to be sent. If such an address is not indicated, use claimant's home address.

RE: Claim of (Name of claimant)

Dear Sir or Madam:

NOTICE IS HEREBY GIVEN the claim for damages you presented to (NAME OF ENTITY) on (DATE OF SUBMISSION) fails to substantially comply with the requirements of the California Government Code. See Sections 910 and 910.2 of the Government Code. Your claim will not be accepted for filing or consideration for the reasons checked below:

- The claim fails to state the name and post office address of the claimant. (See GC §910(a)).
- The claim fails to state the post office address to which the person presenting the claim desires notices to be sent. (See GC §910(b)).
- The claim fails to state the date, place and other circumstances of the event, occurrence or transaction which gave rise to the claim asserted. (See GC §910(c)).
- The claim fails to state a general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the time of presentation of the claim. (See GC §910(d)).
- The claim fails to state the name or names of the public employee or employees causing the injury, damage, or loss, if known. (See GC §910(e))
- The claim fails to state the amount or the basis of computation of the amount claimed as of the date of the presentation of the claim. (See GC §910(f))
- The claim was not signed by the claimant or by some person on behalf of the claimant. (See GC §910.2)
- The claim for indemnity fails to state the date on which the underlying lawsuit was served. (See GC §901)
- Although your claim indicates the facts giving rise to your damages, it fails to link those facts to the (NAME OF ENTITY) in such a way that it would give rise to a cause of action.

WARNING

Your claim may be amended at any time before the expiration of the period designated in Section 911.2 of the Government Code, or before final action thereon is taken by the (NAME OF ENTITY), whichever is later. See Section 910.6 of the Government Code.

Very truly yours,

cc: ABAG PLAN