

**GENERAL LIABILITY CLAIM REPORTING FORM**

Date of Loss \_\_\_\_\_ Time \_\_\_\_\_ ORM Location Code \_\_\_\_\_

Names of All Parties Involved \_\_\_\_\_

**Who was Notified?** Police? \_\_\_\_\_ Agency? \_\_\_\_\_ Others? \_\_\_\_\_

**Description of Incident and Action Taken:**

\_\_\_\_\_

\_\_\_\_\_  
(Attach additional information, official reports & photos [see next page])

**Injury Information:**

Type and extent of injury known: \_\_\_\_\_

Name of injured Party: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_ City/State \_\_\_\_\_

Name/Address of Attorney: \_\_\_\_\_

**Damage to Others' Property:**

Description of Property & Damage (Age/Make/Model/Cost of Repairs) \_\_\_\_\_

\_\_\_\_\_  
(Attach additional Information if available)

Name of Owner: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_ City/State \_\_\_\_\_

**Witnesses:**

Name: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_ City/State \_\_\_\_\_

Name: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_ City/State \_\_\_\_\_

**Reported by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone \_\_\_\_\_

Use this form to report incidents affecting members of the general public or others while on State property which you believe could reasonably result in a claim against the State. Do not use for auto accidents or Workers Compensation claims.

Send completed report to:

**FARA**  
**claimopening@fara.com**

## SUGGESTIONS FOR REPORTING GENERAL LIABILITY CLAIM

Were photographs taken? Please include originals (photocopies are seldom adequate).

Was a police report / incident report created? Please include copy(ies).

The more detail you can supply, the better.

For example, when reporting **slip/trip and fall incidents**:

Was the claimant wearing glasses? What type of shoes? What kind of soles? Does claimant have any handicaps/disabilities? Was he/she on any medications? What kind of surface was claimant walking on? What was the lighting condition? Was surface wet or dry? Any debris present? Any defects? Surface irregularities?

For **stolen items**,

Were they secure? What kind of lock? Who has keys or access? Supply brand name, original cost, date of purchase.

For **damaged personal property**,

Give brand name, original cost, date of purchase, where can item be seen?

For **broken furniture etc**,

Was broken item removed from circulation? Was it stored for examination by investigator? Where stored? (*Do not repair or discard broken items involved in a claim until told to do so by ORM*)