

**INSTRUCTIONS FOR COMPLETING A TORT CLAIM FORM**  
General Liability Claim Form #SF 210

- Before filing a Tort Claim, please read these instructions and the Tort Claim forms in their entirety.
- Type or print clearly in ink and sign the Tort Claim form. If you are incapacitated, a minor or a nonresident of the state, a relative, attorney or agent may sign on your behalf.
- Provide all requested information and any available documents or evidence supporting your claim, such as medical records or bills for personal injuries, photographs, proof of ownership for property damages, receipts for property value, etc.
- If the requested information cannot be supplied in the space provided, please use additional blank sheets so your claim can be easily read and understood.
- The following are examples on how to complete the Tort Claim Form #SF 210:
  1. Smith, Karen Michelle
  2. 1234 College Way NW, Apt. 56, Seattle WA 98178
  3. PO Box 910, Seattle WA 98178
  4. Same
  5. (206) 123-4567
  6. Claimants or representatives e-mail
  7. If the incident that caused the damages occurred over a period of time, please provide the beginning time and the ending time in item 7.
  8. Washington, Thurston, Tumwater, Campus of South Puget Sound Community College, Building number 22.
  9. I-5, Southbound, Milepost 109, near the Martin Way Exit.
  10. Washington State Department of Transportation, Highway.
  11. Sheriff's Department.
  12. Bill Johnson, 351 NW North Street, Centralia, WA 98531, (360) 740-2799
  13. Sheriff William Smith, 351 NW North Street, Centralia, WA 98531, (360) 740-2799
  14. Ralph Christy, 351 NW North Street, Centralia, WA 98531, (360) 740-2799, He witnessed the auto accident.
  15. Fender and grill damaged, my car was damaged when Sheriff Cruiser hit black ice and collided with my automobile.  
Yes to the Sheriff Smith and his Deputy, attached is the copy of the report or contact information to the person whom spoke to me.
  16. All American Ambulance, medical reports to follow.
  17. Support Documents.
  18. 2 estimates if applicable; automobile or property damaged to be repaired.
  19. Sum of damages in US dollars.
  20. If applicable name, address, phone number and e-mail of attorney.
- If you are filing a personal injury claim, please sign and attach the Medical Release.