

How Do I File A Claim With The City Of Sacramento?

All claims of personal injury or property damage against the City of Sacramento must be filed in the Office of the City Clerk. Claimants must complete the City of Sacramento [Claim Form](#) and submit the completed form with all attachments either in person or via mail. We recommend that claimants keep a copy of all submitted documents.

Claim forms may be submitted in person or mailed to:

Office of the City Clerk
915 I Street
5th Floor
Sacramento, CA 95814

IMPORTANT INFORMATION ABOUT CLAIMS

The City Clerk's Office is the only office to which claims may be submitted. Claims will not be accepted by the City Attorney, Risk Management, or any other City Department.

The City Clerk only accepts claims against the City of Sacramento. Claims against the Sacramento Housing and Redevelopment Agency, Sacramento Regional Transit, County of Sacramento, Sacramento Municipal Utilities District, and the Sacramento Unified School District are separate from the City of Sacramento. Claims against these organizations must be submitted directly to the Agency or Authority.

HOW LONG DO CLAIMS TAKE TO PROCESS?

Claims received by the Office of the City Clerk are forwarded to the City's Liability Claims Administrator. All claimants are then notified what action will be taken within 45 days (plus additional days if the form is mailed to the City Clerk), or otherwise notified as to the claim itself.

If recommended for denial by the Administrator, your claim will then be submitted to the City of Sacramento for final, official rejection. You will be sent a letter notifying you of the action taken and of any further action necessary or available to you.

NEED ASSISTANCE OR HAVE QUESTIONS?

We are happy to assist you. Please contact Sedgwick, Third Party Claims Administrator, by phone at (916) 960-0980.