

# ***Standard Tort Claim Form Packet***

Please *carefully read all of the information in this packet* before completing and presenting your Standard Tort Claim.

A New Law that Impacts Presenting a Standard Tort Claim Form

Engrossed Substitute House Bill 1553, effective July 26, 2009, requires citizens to present the Standard Tort Claim form to the agent or other person designated to accept delivery at the agent's office. The law also requires the District to provide a Standard Tort Claim form with instructions. In compliance with these requirements and for the convenience of citizens, Public Utility District No. 1 of Mason County developed a Standard Tort Claim Form Packet.

Documents Contained in the Standard Tort Claim Form Packet

1. Instructions for completing the Standard Tort Claim Form
2. Standard Tort Claim Form (SF 210)
3. Vehicle Collision Form only for tort claims involving vehicle accidents/collisions

Legal Requirements for Presenting Standard Tort Claim Forms

In order to verify the claim and additional supporting information, the law requires that the Standard Tort Claim form be signed by:

- Claimant; or
- Person holding a written power of attorney from the Claimant; or
- Attorney in fact for the Claimant; or
- Attorney admitted to practice in Washington State on the Claimant's behalf; or
- A court-approved guardian or guardian ad litem on behalf of the Claimant

Present in Person or Mail the Standard Tort Claim Form and Supporting Documents to:

Steven Taylor  
21971 N. Hwy 101  
Shelton, WA 98584

Business Hours: Monday-Friday, 8:00 a.m. to 5:00 p.m.  
Closed on weekends and official state holidays.

## ***INSTRUCTIONS FOR COMPLETING A STANDARD TORT CLAIM FORM***

- Before presenting a Standard Tort Claim form, please read these instructions, the Standard Tort Claim form, and other appropriate forms in their entirety.
- Type or print clearly in ink and sign the Standard Tort Claim form.
- 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 Standard Tort Claim form can be easily read and understood.
- The following are examples on how to complete the Standard Tort Claim Form:
  1. Smith, Karen Michelle January 1, 1960
  2. 1234 Hwy 101, Apt. 56, Shelton WA 98584
  3. P0 Box 910, Shelton WA 98584
  4. Same (or residence at the time of incident)
  5. 360-123-4567 (H) 360-456-7890 (W)
  6. [Smith@hotmail.com](mailto:Smith@hotmail.com)
  7. August 9, 2010
  8. 8:00 a.m.
  9. If the incident that caused the damages occurred over a period of time, please provide the beginning time and the ending time in item 9: For example: "The incident occurred between August 1, 2010 and August 9, 2010."
  10. 1234 Hwy 101, Apt. 56, Shelton, Washington.
  11. Smith, Thomas Arthur, 1234 Hoodsport Way NW, Hoodsport WA 98584 (360) 456-3456; John Sparky, Sparky Electrical Service, Hoodsport, WA. (360) 123-4567.
  12. Identify any PUD No.1 personnel who have knowledge or Unknown: For example: "Bob Lineman and Bill Electric were working on the power pole at the time of the accident."
  13. List all other witnesses having knowledge of the incident in question, with their names, addresses, and telephone numbers that are not listed within items 11 and 12. Also include a description of their knowledge. For example, if your sister was with you, when the alleged incident occurred, please include her name, address, telephone number, and indicate she witnessed the incident. If you had a electrician investigate property damage list the name and contact information.
  14. Please provide the name of the District employee who you allege is responsible for the damages.
  15. Please describe the incident that resulted in the injury or damages, specifically answering the questions who, what, where, when and why, e.g "PUD No. 1 personnel were working on an electrical line down the

road from my house on Saturday on August 1, 2010 and their truck hit the power pole causing a voltage surges over the next several days which ruined my furnace”.

16. If you reported this incident to law enforcement, safety, or security personnel, please provide a copy of the report or contact information to the person you spoke with.
17. If you were personally injured please provide all of your medical providers with their names, address, telephone numbers, and the type of treatment. If you were treated for a personal injury, please include your medical records and bills. If property was damaged describe the property and what damage occurred.
18. Attach any documents which support your claim. For Example: “Attached please find a letter from my electrician indicating that the PUD truck hitting the power pole caused damaged to my appliances. Also attached is a estimate from the repair facility to replace the appliances.”
19. Please provide the dollar amount for your damages, including your time loss, medical costs, property damage loss, etc. This amount should represent your opinion of total compensation.

If your claim involves a motor vehicle accident, please complete, sign, and attach the Vehicle Collision Form.

For Official Use Only
No.