



Claim Filing Process

Sec. 2-4-7. Claims for injury, damage; written notice.

Any person who claims injury or damage to his person or property shall give notice in writing to the City Manager of such injury or damage within thirty (30) days from its inception. The written notice shall state when, where and how the damage occurred, the apparent extent of such injury, the amount of damage sustained, the location of the occurrence by Street and number, and the names and addresses of all witnesses upon whom the claimant expects to rely to establish the claim for such damage or injury.

(Code 1960, § 1-12; Ord. No. 5569, § 1, 2-25-86)

State law references: Texas Tort Claims Act, V.T.C.A., Civil Practice and Remedies Code § 101.001 et seq.

Your claim letter may be mailed to:

City of Amarillo
Attn: City Secretary
PO Box 1971
Amarillo, TX 79105

Faxed: 806-378-3018

Hand Delivered to:

City Hall
509 SE 7th, Room 303

For additional information , please contact the Risk Management Department at 806-378-3091