

## Standard Tort Claim Form Packet

Washington State law (Chapter 4.96 RCW) requires a Standard Tort Claim Form to be submitted when filing a tort claim against the Peninsula School District. Standard Tort Claim Forms cannot be submitted electronically (via e-mail or fax) but must be mailed or delivered to the address noted in this Standard Tort Claim Form packet. Please read all of the information in the packet before completing and presenting your Standard Tort Claim Form.

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The District requires all individuals to present the Standard Tort Claim Form to the Superintendent's office at the address listed below. This packet is designed for the convenience of our citizens and in accordance with the law.

### **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. Medical Authorization

### **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:

1. Claimant; or
2. Person holding a written power of attorney from the Claimant; or
3. Attorney in fact for the Claimant; or
4. Attorney admitted to practice in Washington State on the Claimant's behalf, or
5. 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:

Office of the Superintendent  
Peninsula School District # 401  
14015-62nd Avenue NW  
Gig Harbor, WA 98332-8607

Business Hours: Monday through Friday 8:00 a.m. to 4:30 p.m.  
Closed on weekends and holidays.

## INSTRUCTIONS FOR COMPLETING A TORT CLAIM FORM

### General Liability Claim Form #SF 210

- ✓ Before filing a Tort Claim, 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. Do not staple or tape documents.
- ✓ 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 of how to complete the Standard Tort Claim Form #SF 210:
  - 1) Doe, John Q. – 02/20/1965
  - 2) #809234 (for use by Department of Corrections inmates only)
  - 3) 1234 Elementary Drive NW, Apt. 56, Gig Harbor, WA 98332
  - 4) PO Box 910, Seattle WA 98178
  - 5) Same (or residence at the time of incident)
  - 6) (253) 123-4567 – (253) 987-6543
  - 7) [JQDoe@hotmail.com](mailto:JQDoe@hotmail.com)
  - 8) 8/9/2010 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 8.
  - 10) Washington, Pierce, Gig Harbor, Peninsula High School, Room 123 Building number A
  - 11) If applicable, Hwy 16, Eastbound, Milepost 20, near the Olalla Exit
  - 12) Peninsula School District
  - 13) List employee names if known or enter “Unknown”
  - 14) if known or enter “Unknown”
  - 15) List all other witnesses having knowledge of the incident in question, with their names, addresses, and telephone numbers that are not listed within items 13 and 14. 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.
  - 16) Please describe the incident that resulted in the injury or damages, specifically answering the questions who, what, where, when and why.
  - 17) 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.
  - 18) 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.
  - 19) Please attach any additional documents that support your claim.
  - 20) 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 you are filing a personal injury claim, please sign and attach the Medical Release.

# PENINSULA SCHOOL DISTRICT STANDARD TORT CLAIM FORM

General Liability Claim Form #SF 210

For Official Use Only

Pursuant to Chapter 4.96 RCW, this form is for filing a tort claim against the Peninsula School District. Some of the information requested on this form is required by RCW 4.96.020 and may be subject to public disclosure. This tort claim form may **not** be submitted electronically (via email or fax). **Please note that claim documents and attachments become the property of the Peninsula School District and will not be returned.**

## PLEASE TYPE OR PRINT CLEARLY IN INK

### Mail or deliver

**original claim to** Superintendent's Office  
Peninsula School District 401  
14015-62<sup>nd</sup> Avenue NW, Gig Harbor WA 98332

Business Hours: Monday – Friday 8:00 a.m. – 4:30 p.m.  
Closed on weekends and holidays.

1. Claimant's name: \_\_\_\_\_  
Last name First Middle Date of birth (mm/dd/yyyy)
2. Inmate DOC number (if applicable): \_\_\_\_\_
3. Current residential address: \_\_\_\_\_
4. Mailing address (if different): \_\_\_\_\_
5. Residential address at the time of the incident: \_\_\_\_\_  
(if different from current address)
6. Claimant's daytime telephone number: \_\_\_\_\_  
Home Business or Cell
7. Claimant's e-mail address: \_\_\_\_\_
8. Date of the incident: \_\_\_\_\_ Time: \_\_\_\_\_  a.m.  p.m. (check one)  
(mm/dd/yyyy)
9. If the incident occurred over a period of time, date of first and last occurrences:  
from \_\_\_\_\_ Time: \_\_\_\_\_  a.m.  p.m.  
(mm/dd/yyyy) (mm/dd/yyyy)  
to \_\_\_\_\_ Time: \_\_\_\_\_  a.m.  p.m.  
(mm/dd/yyyy) (mm/dd/yyyy)
10. Location of incident: \_\_\_\_\_  
State and county City, if applicable Place where occurred
11. If the incident occurred on a street or highway:  
\_\_\_\_\_  
Name of street or highway Milepost number At the intersection with or nearest intersecting street

12. The school, department, and/or district employee you believe is responsible for damage/injury:

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13. Names and telephone numbers of all persons involved in or witness to this incident:

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14. Names and telephone numbers of all district employees having knowledge about this incident:

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15. Names and telephone numbers of all individuals not already identified in #13 and #14 above that have knowledge regarding the liability issues involved in this incident, or knowledge of the Claimant's resulting damages. Please include a brief description as to the nature and extent of each person's knowledge. Attach additional sheets if necessary.

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16. Describe how the Peninsula School District caused your injuries or damages. Explain the extent of property loss or medical, physical or mental injuries. Attach additional sheets if necessary.

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17. Has this incident been reported to law enforcement, safety or security personnel? If so, when and to whom? Please attach a copy of the report or contact information.

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18. Names, addresses and telephone numbers of treating medical providers. Submit copies of all medical reports and billings.

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19. Please attach documents which support the allegations of the claim.

20. I claim damages from the Peninsula School District in the sum of \$\_\_\_\_\_.

This Claim form must be signed by one of the following (check appropriate box).

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

I declare under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

\_\_\_\_\_  
***Signature of Claimant***

\_\_\_\_\_  
***Date and place (residential address, city and county)***

***Or***

\_\_\_\_\_  
***Signature of Representative***

\_\_\_\_\_  
***Date and place (residential address, city and county)***

\_\_\_\_\_  
***Print Name of Representative***

\_\_\_\_\_  
***Bar Number (if applicable)***

## Authorization for Release of Protected Health Information (PHI) to The Peninsula School District

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Name: \_ (Last, First, Middle Initial or Middle Name)

Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

I hereby authorize disclosure of my protected health information to the Peninsula School District, for purposes of processing my claim for damages filed with the Peninsula School District.

I understand that by signing this document, I authorize the release of the following information:

Complete medical record for all services, including: history and physical exam; progress notes; x-ray reports; inpatient admissions; operative notes; physical or other therapy; laboratory and other test reports; physician and physician assistant orders; nursing notes; and all other records and references designated by the provider as part of its medical record.

HIV Test Results and medical information related to HIV testing or treatment

Psychiatric, mental, and behavioral health records, including treatment notes, assessments, testing documents and results, and medical records related to mental health diagnosis and treatment

Alcohol assessment, testing, referral, or treatment records

All other chemical dependency assessment of treatment records

Pharmacy prescriptions and reports

All letters and memos received or sent, including electronic mail, referencing my treatment, compliance with treatment, and any other subject related to my medical treatment

Information related to alleged sexual assault or sexually transmitted disease, including test results

Urgent care, outpatient, or other clinic visit information

Gynecological and/or obstetrical information

All client records generated for or by governmental programs of which I am a client. Identify the program(s) and agency: \_\_\_\_\_.

Financial records related to my care and treatment

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I understand the following: **(PLEASE READ AND INITIAL ALL STATEMENTS)**

\_\_\_\_\_ I understand that my records are protected under HIPAA/PHI regulations (federal law) and the  
initials Washington State Health Care Information Act (RCW 70.02).

\_\_\_\_\_ I understand that my health information may be subject to re-disclosure by Peninsula  
initials School District and not protected for purposes of evaluating and investigating the claim I have  
filed with the Peninsula School District.

\_\_\_\_\_ I understand that the specific information to be disclosed in my medical record may include  
initials information regarding alcohol, drug or other controlled substance use, counseling referrals  
and/or a history of testing or treatment of acquired immune deficiency syndrome.

\_\_\_\_\_ I understand that I may revoke this authorization at any time by notifying Peninsula School  
initials District in writing, and that the revocation will be effective as of the date Peninsula School  
District receives it. Any records obtained pursuant to this Authorization for Release of PHI prior  
to the revocation will be deemed authorized by me for release.

\_\_\_\_\_ I understand that this Authorization for Release will expire 90 days from the date I sign it. I can  
initials also authorize a different time frame for this release to be valid. This permission is valid until my  
claim is resolved or closed by Peninsula School District.

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*A copy of this Authorization carries the same authority as the original for purposes of releasing my records to Peninsula School District.*

Signature of Authorizing Individual:

\_\_\_\_\_

Date of Signature: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Witness (where patient is over 13 and signing the release):

\_\_\_\_\_

Where the signer is not the subject of the records:

I am authorized to sign this because I am the (attach proof of authority):

- Parent of minor
- Legal Guardian
- Personal Representative
- Other

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**The Provider or Records Custodian must send legible copies of all records to:**

Superintendent's Office  
Peninsula School District 401  
14015-62<sup>nd</sup> Avenue NW  
Gig Harbor, WA 98332