

This form must be personally served on: Manitowoc County Clerk, 1010 S. 8th Street, Manitowoc, WI 54220 as required by Wis. Stat. § 893.80

Manitowoc County Accident / Incident Reporting Form

You must provide a written Notice of Circumstances of an accident/injury/loss to the Manitowoc County Clerk within 120 days of the happening of the event to file a claim against Manitowoc County. You or your attorney, agent or guardian must sign the Notice. Use of this form is not mandatory, but **you must comply with all notice requirements as provided in Wis. Stat. § 893.80.**

- Section 1 – Notice of Circumstances -

Type of Accident / Incident Check all that apply	Vehicle	Property Damage	Personal Injury
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Name:	Phone Number:
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Address:	City:	State:	Zip:
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Date of Accident/Incident/Loss:	County Department Involved:
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In the space below, state the facts of the accident/injury/loss (include additional pages if necessary along with any supporting documentation/information). Your statement should include what happened, where it happened, people involved, what was lost or damaged, include pictures and a copy of the police report if any were taken or are available.

Date:	Name (please Print):	Signature:
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THIS FORM, AND ANY INFORMATION PROVIDED HEREIN, DOES NOT CONSTITUTE LEGAL ADVICE, AND CANNOT BE RELIED UPON AS SUCH. COUNTY EMPLOYEES CANNOT PROVIDE YOU LEGAL ADVICE OR ASSIST YOU WITH FILING A CLAIM. IF YOU HAVE QUESTIONS ABOUT FILING A CLAIM, PLEASE CONSULT AN ATTORNEY.

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- Section 2 – Notice of Claim -

In addition to filing a Notice of Circumstance, you may also file your actual claim at this time. If you wish to file a claim at this time, you may use Section 2, Notice of Claim to do so. **Take notice**, there are time limits to file a claim. You are solely responsible for complying with any and all applicable time limits.

To file a Notice of Claim, you must provide an itemized statement of relief sought. If you are asking for monetary damages, you must state the specific amount you are seeking. You may want to include a copy of any itemized estimates, bills, or receipts that show the damages you are claiming.

Filing a Notice of Claim does not guarantee that the claim will be paid.

I am seeking the following relief (please itemize):

Date:

Name (please Print):

Signature: