

**NOTICE OF CLAIM AGAINST THE VILLAGE OF ENDICOTT**

**PLEASE TAKE NOTICE that the undersigned claimant hereby makes a claim against the Village of Endicott, New York, as follows:**

1. Name of claimant is \_\_\_\_\_  
Residing at \_\_\_\_\_  
Phone number \_\_\_\_\_
  
2. The address to which the claimant desires correspondence regarding this claim to be sent is \_\_\_\_\_
  
3. The name of the claimant's attorney, if any, is \_\_\_\_\_  
With an office at \_\_\_\_\_
  
4. This claim is against the Village of Endicott, New York, for injuries sustained by the claimant by reason of the alleged negligence and misconduct of said Village, its officers, agents, servants and employees as hereinafter set forth.
  
5. The time when the claim arose was (specify the day of the week, date, month and year) \_\_\_\_\_  
at or about \_\_\_\_\_ o'clock a.m./p.m. (circle one)
  
6. The place where the claim arose was (describe as specifically as possible):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
7. The items of alleged injury and/or damage to claimant are as follows (describe with particularity) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8. The alleged negligence on the part of the Village of Endicott is as follows:**

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**9. If known, state the name(s) of the employee(s), if any, involved in the incident alleged above:** \_\_\_\_\_

**10. The claimant hereby claims damages in the amount of \$ \_\_\_\_\_**  
**(attach any expenses occurred in alleged incident)**

**Date** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

**Instructions:**

**No. 1 above – Set forth the name(s) of the injured party(ies). If the injured party is an infant, additionally set forth the name of the parent or guardian of the infant.**

**No. 7 above – Describe in detail the injury(ies) that were sustained as well as any other damages claimed.**

**No. 8 above – Set forth in detail the basis of your claim including a statement of what occurred and why you consider the Village of Endicott responsible.**