

# ***Claim Instructions and Information***

Please find below a link to the City of Whitehall Claim form. Please complete the form, sign in front of a notary and return the form to the appropriate department. It is important to note that the City will not open a claim and an investigation will not begin until a completed claim form is received.

If a portion of the form does not apply to your particular situation, please write not applicable or n/a. All details, dates, times and location provided must be accurate.

If you are not sure whether the City is liable for your injury or damage, please submit your claim to the City Department in question and the Department will contact you.

Generally, the City of Whitehall is not liable in damages in a civil action for injury, death, or loss to person or property allegedly caused by any act or omission of the City or its employees. There are some exceptions. The City may be liable for: (1) the negligent operation of a motor vehicle, unless police, fire or EMS are responding to an emergency; (2) the negligent performance of proprietary functions; (3) the negligent failure to keep public roads in repair and negligent failure to remove obstructions; (4) the negligence of its employees within or on the grounds of, and due to physical defects within or on the grounds of, buildings; or (5) when the Ohio Revised Code imposes liability. If one of these exceptions applies, you must file a claim with your insurance company first. The Ohio Revised Code limits the amount of money a city may pay. Any amount of money you received, or should receive even if you haven't, is deducted from the amount owed to you by the city. The City may then be responsible for such items as your deductible.

*Ohio Revised Code Section 2744.05* states that no insurer or other person is entitled to bring an action under a subrogation provision of insurance or other contract against a political subdivision with respect to those benefits.

## **If claiming vehicle damage, you need to provide:**

Declaration Page of car insurance policy showing deductible, copy of title, registration or lease contract, two written estimates, police report (if applicable), current mileage and photographs of vehicle damage. If you are claiming tire damage, the age of the tire is required.

## **If claiming personal injury:**

Copies of all medical reports including doctor bills, hospital bills and pharmacy receipts.

## **If claiming other property damage:**

A copy of the homeowner's insurance policy that includes the deductible amount is required. A separate itemized list of property damages with a description of each item, serial number, quantity lost, purchase date or age and purchase price, bills, receipts and estimates. If the damage was to a business you must submit proof of business ownership and/or lease rights and responsibilities.

Once you have collected all of the required information and completed the claimant statement form, please forward the information to the appropriate Department to begin the investigation process. If the City is liable, the City will issue you a check. This process may take 4 to 6 weeks. You will be asked to sign a Release and Agreement and a W-9 form, and return them to the City Department that is handling your claim.

Building & Zoning  
Services;  
Development  
Housing, Building  
& Code

Enforcement; Pot Holes, Refuse, Transportation Streets, Signs, Construction; Water, Power, Sewers & Drains      360 S. Yearling Road (614) 237-8612      Casey Thomas      [casey.thomas@whitehall-oh.us](mailto:casey.thomas@whitehall-oh.us)

Fire      390 S. Yearling Road (614) 237-0831      Dawn Williams      [dawn.williams@whitehall-oh.us](mailto:dawn.williams@whitehall-oh.us)

Police      365 S. Yearling Road (614) 237-6333      Miranda Vanedgriff      [miranda.vanedgriff@whitehall-oh.us](mailto:miranda.vanedgriff@whitehall-oh.us)

Parks & Recreation      402 N. Hamilton Road (614) 863-0121      Shannon Werner      [shannon.werner@whitehall-oh.us](mailto:shannon.werner@whitehall-oh.us)

**Potholes** With respect to any damage your vehicle may have sustained, we must inform you that the City, by statute, has certain immunities from liability for damages of this nature. As stated above, *Ohio Revised Code Section 2744.05* addresses these immunities. In general, in order to recover in a suit involving damage proximately caused by roadway conditions, including potholes, the party claiming damage must prove that either: 1) the City had actual or constructive notice of the pothole and failed to respond in a reasonable amount of time, or responded in a negligent manner, or 2) that the City, in a general sense, maintains its roadways negligently.

Hopefully, this has answered all of your questions; however, if you still need assistance, you can contact the City Department that will handle your claim or the City Attorney's office and speak to the individual listed below.

Julie Harris      Legal Assistant      (614) 237-9802      [julie.harris@whitehall-oh.us](mailto:julie.harris@whitehall-oh.us)

Links:

Form: [Authorization for the Release of Medical Records](#)

Form: [File a Claim](#)