

ESD 189 – Darrington School District  
Tort Claim Form & Filing Instructions

### **Standard Tort Claim Information**

Washington state law (RCW 4.92.100) requires a Standard Tort Claim form to be submitted when filing a tort claim against the Darrington School District. The law also requires the Darrington School District to post on its website the Standard Tort Claim form with instructions. Standard Tort Claim forms cannot be submitted electronically (by email or fax), but must be mailed or delivered to the address noted below.

### **Present in Person or Mail the completed Standard Tort Claim form and supporting documents to:**

McKenzie Boyd, Business Manager  
Darrington School District  
P.O. Box 27  
1065 Fir Street  
Darrington, WA 98241

School Year Business Hours: Monday-Friday, 7:30 AM to 3:30 PM  
Summer Business Hours: 9:00 AM to 3:00 PM  
Closed on weekends and official state holidays unless otherwise posted.

### **Instructions for Completing a Tort Claim Form:**

- Before presenting a Standard Tort Claim form, 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.
- 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 Standard Tort Claim form can be easily read and understood.
- The following are examples on how to complete the Standard Tort Claim Form:
  1. Smith, Elizabeth, 01/15/1995
  2. 1234 Main Street, Apt. 56, Darrington WA 98241
  3. P.O. Box 789, Darrington WA 98241
  4. Same (or residence at the time of incident)
  5. (360) 123-4567
  6. elizabeth.smith@gmail.com
  7. 10/20/2015 at 10:00 a.m.

8. If the incident occurred over a period of time, include the date of the first and last occurrences.
9. Darrington High School, Darrington, Washington.
10. If applicable, Mountain Loop Highway, near Darrington Street.
11. Darrington School District.
12. List all names, addresses, and telephone numbers of all persons involved in or witness to the incident.
13. List all names, addresses, and telephone numbers of all district employees who have knowledge about the incident.
14. List all names, addresses, and telephone numbers of all other individuals (who were not previously identified in Nos. 12 and 13) who have knowledge of the incident.
15. Describe the incident that resulted in the injury or damages. Address the who, what, where, when and why.
16. If you reported this incident to law enforcement, safety or security personnel, provide a copy of the report or contact information for the person you spoke with.
17. List the names, addresses, telephone numbers, and the type of treatment for all of your medical providers. If you were treated for a personal injury, include your medical records and bills.
18. Attach any additional documents which support the claim's allegations.
19. Provide the total dollar amount you are claiming for your damages, including your time loss, medical costs, property damage loss, etc.
  - Sign the form and also provide the date and place in which you signed the form.
  - If you are presenting a personal injury claim, sign and attach the Medical Release form.
  - If your claim involves a motor vehicle accident, complete, sign, and attach the Vehicle Collision form.