

Instructions for Filing a Notice of Claim Against the County of Monroe

In order to file a claim against the County of Monroe, you must, within **NINETY (90) DAYS** after your claim arose:

- A. Write a letter to the County of Monroe, or use the on-line Notice of Claim form [<http://www.monroecounty.gov/law-index.php> (see, Notice of Claim Form under the "Litigation/Insurance" section)]. If you do not complete the Notice of Claim form on-line, please print or type legibly when completing the form. Once the Notice of Claim is completed, it must be delivered in person, or by Certified or Registered Mail as indicated below. A Notice of Claim may NOT be filed electronically under ANY circumstances.
- B. The Notice of Claim must contain the following information:
1. Your name, address and telephone number.
 2. The name and address of your attorney, if you are being represented by one in connection with this Notice of Claim.
 3. The nature of your claim and the manner in which it arose. [Be specific.]
 4. The date, time and place of the incident / accident. [Be specific.]
 5. The items of damage or injuries claimed. If property damage is involved, describe the property; give license plate number and state registration for cars and other vehicles.
- C. Have your signature on the Notice of Claim notarized with the following words:
- "Sworn to before me on (insert date)"
- A Notary Public or Commissioner of Deeds must then sign the Notice of Claim.
- D. Your Notice of Claim must be delivered in person, or by Certified or Registered Mail. **It is recommended that you deliver or mail your Notice of Claim to the Monroe County Attorney at the following address.**

Monroe County Attorney
307 County Office Building, 39 West Main Street, Rochester, New York 14614

If you prefer, you may deliver your notice of claim, in person or by Certified or Registered Mail, to the Monroe County Clerk, Monroe County Executive, Director of Finance, or the Clerk / President of the Monroe County Legislature.

Please note that delivery in person can be made Monday through Friday, 9:00 a.m. until 5:00 p.m., excluding holidays.

These requirements are established by New York General Municipal Law §50-e.

You may telephone the Office of the Monroe County Attorney at 585.753.1404 or 585.753.1417.