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## **INSTRUCTIONS FOR FILLING OUT A STANDARD TORT CLAIM FORM (SF 210) AGAINST THE FIFE SCHOOL DISTRICT**

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Please carefully read all of the information in this packet before completing and presenting your Standard Tort Claim.

In compliance with RCW 4.96, the District requires all individuals to present the Standard Tort Claim form to Fife School District, Attn: Kari Harris, Assistant Superintendent, Business Services at the address listed below. This packet is designed for the convenience of our citizens and in accordance with the law.

### **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 on the form 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.

### **LEGAL REQUIREMENTS FOR PRESENTING STANDARD TORT CLAIM FORMS**

In order to verify the claim and additional supporting information, the law requires that the Standard Tort claim form be signed by:

- Claimant; or
- Person holding a written power of attorney from the Claimant; or
- Attorney in fact for the Claimant; or
- Attorney admitted to practice in Washington State on the Claimant's behalf; or
- A court-approved guardian or guardian ad litem on behalf of the Claimant

### **SUBMITTING PACKETS**

Washington state law (Chapter 4.96 RCW) requires a Standard Tort Claim Form to be submitted when filing a tort claim against the Fife School District. Standard Tort Claim forms cannot be submitted electronically (via email or by fax), but must be mailed or delivered to the address noted below.

Fife School District  
Attention: Kari Harris  
Assistant Superintendent, Business Services  
1720 Oak Street  
Milton, WA 98374

Business Hours: Monday-Friday, 7:30 a.m. to 4:00 p.m.  
Office is closed on weekends and official state holidays unless otherwise posted.  
Contact the district for summer hours.