



CITY OF SHERRILL

377 Sherrill Rd. • Sherrill, N.Y. 13461 • Telephone: (315) 363-2440 • Fax: (315) 363-0031 • www.sherrillny.org

NOTICE OF CLAIM INFORMATION SHEET

This form is for informational purposes only and is not to be construed as legal advice. The City of Sherrill, New York is governed by New York State General Municipal Law §50-e with regard to Notice of Claim procedures. The information contained herein is in no way intended to alter or supersede the requirements of the New York State General Municipal Law.

1. A Notice of Claim must be properly served upon the City of Sherrill within ninety (90) days after the date of occurrence/accident.
2. A Notice of Claim consists of a written statement specifically describing the circumstances of the occurrence/accident and a description of the alleged damages (however, see #3 below). The Notice of Claim must be signed and notarized. Please include your name, post office address, telephone number and that of your attorney, if any.
3. Do not include the monetary amount of damages in the wording of the Claim. You may, however, attach an estimate(s), police report or any other supporting documentation to the Claim.
4. The procedures set forth herein may be handled by you or your attorney.
5. A Notice of Claim may be submitted by registered or certified mail or in person to:

Sherrill City Hall
377 Sherrill Rd.
Sherrill, NY 13461

The City of Sherrill does **not** accept service of Notices of Claim via facsimile or electronic mail.

Please note: Any correspondence and/or conversation with a City official or employee prior to submitting a proper Notice of Claim constitutes neither an admission of liability on the part of the City of Sherrill nor a waiver of the Notice of Claim requirements pursuant to the General Municipal Law of New York State. Investigation will commence following receipt of a proper Notice of Claim.