



Kittitas County

Instructions for filing a Claim for Damages Form

As Per R.C.W 4.96.020 - The governing body of each local governmental entity shall appoint an agent to receive any claim for damages made under this chapter. The identity of the agent and the address where he or she may be reached during the normal business hours of the local governmental entity are public records and shall be recorded with the auditor of the county in which the entity is located.

Per Board of County Commissioners Resolution 2001-144 dated October 2nd, 2001, the Board of County Commissioners appointed the County Auditor as the *Claims Agent to Receive Claim for Damage for Kittitas County*. This Resolution is filed with a recording number 200110030025, October 3, 2001.

Claims Forms: All Claims for Damages are to be filed with the

Kittitas County Auditor
205 West 5th Ave – Suite 105
Ellensburg WA 98926
509-962-7504

Hours of operation: Monday through Friday 9:00 a.m. through 5:00 p.m.
Courthouse Closures listed on the County's website at
<http://www.co.kittitas.wa.us/boc/closures.asp>

Claim Forms can be found at the County Auditor's Office or on the County's website
<http://www.co.kittitas.wa.us/auditor/forms.asp>

All claims for damages against Kittitas County or against any officers, employees, or volunteers, acting in such capacity, shall be presented to the agent within the applicable period of limitations within which an action must be commenced.

Filing a Claim: A claim is deemed presented when the claim form is delivered in person or is received by the County Auditor by regular mail, registered mail, or certified mail, with return receipt requested, to the County Auditor or other person designated to accept delivery at the agent's office.

The Claim Form must be signed:

- a) By the claimant, verifying the claim;
- b) Pursuant to a written power of attorney, by the attorney in fact for the claimant;
- c) By an attorney admitted to practice in Washington state on the claimant's behalf; or
- d) By a court-approved guardian or guardian ad litem on behalf of the claimant.