

Instructions for preparing and serving a NOTICE OF CLAIM against the Village of Fredonia.

1. TWO COPIES of this NOTICE OF CLAIM shall be made out to:

VILLAGE OF FREDONIA  
9-11 Church Street  
Fredonia NY 14063

(and shall contain the following information)

- a. NAME and ADDRESS of claimant, and of his/her Attorney, if any.
  - b. Nature of Claim.
  - c. DATE and TIME WHEN, PLACE WHERE, and MANNER in which claim arose.
  - d. Items of damage and/or injuries claimed to have been sustained.
2. THE NOTICES MUST BE SIGNED at the bottom and SWORN TO by or on behalf of the claimant, before a COMMISSIONER OF DEEDS or a NOTARY PUBLIC.
  3. TWO COPIES must be served on a Village Officer, preferably the:

Village Clerk  
9-11 CHURCH STREET  
FREDONIA NY 14063

PERSONALLY or by REGISTERED MAIL, WITHIN NINETY (90) DAYS AFTER THE CLAIM ARAISES.

4. If the Claim is for property damage, please submit two (2) estimates of repair, or receipted bills.

THE ABOVE INSTRUCTIONS ARE IN COMPLIANCE WITH MUNICIPAL LAW 50 E.

THIS FORM IS TO BE USED FOR CLAIMS UNDER ~~§~~

IN THE MATTER OF THE CLAIM  
OF

AGAINST THE  
VILLAGE OF FREDONIA

PLEASE TAKE NOTICE that I (we)

\_\_\_\_\_, the undersigned do hereby make claim against the  
Village of Fredonia, New York, for the sum of \$ \_\_\_\_\_ and in support of such  
claim do state the following:

1. My (Our) name(s) are (is) \_\_\_\_\_

\_\_\_\_\_ and my (our) post office address is

2. This claim is one against the Village of Fredonia, New York for (here set forth  
nature of claim)

3. The time when the claim arose and the time when the injuries (or damages, or  
injuries resulting in death) hereinafter alleged were sustained was approximately  
\_\_\_\_\_ o'clock in the \_\_\_\_\_ noon on \_\_\_\_\_, 20\_\_\_\_\_.

4. The particular place of the sustaining of such injuries (or damages) was

\_\_\_\_\_  
\_\_\_\_\_

5. The said damages (or injuries) for which claim is hereby made arose in the following manner, to wit: (Here detail the facts and circumstances forming basis of claim, including a specification of the acts or circumstances rendering the Village liable).

6. So far as the undersigned are now able to determine, the injuries and damages sustained by us for which claim is made, consist of the following, to wit: (Here specify in detail the items of damages or injuries)

WHEREFORE, I (we) respectfully request that this claim be allowed and paid by the Village of Fredonia, New York.

DATED: \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Claimant

\_\_\_\_\_  
Claimant

STATE OF NEW YORK )  
COUNTY OF CHAUTAUQUA ) ss.:

\_\_\_\_\_, being duly sworn, say(s) that he (they) is (are) the claimant (s) in the foregoing claim; that he (they) have read the same and knows the contents thereof; that the same is true to his (their) own knowledge, except as to those matters alleged upon information and belief and as to those matters he (they) believe(s) it to be true.

\_\_\_\_\_  
\_\_\_\_\_

Sworn to before me this

\_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

NOTE: a copy of the claim must be submitted in duplicate by delivering in person or by registered or certified mail to the Clerk of the Village of Fredonia or other person designated by law.

THIS IS A SUGGESTED FORM ONLY. IT IS ADVISED THAT YOU CONSULT WITH YOUR ATTORNEY CONCERNING THE PREPARATION AND FILING AND PURSUANCE OF ANY CLAIM.