



DEBORAH KARLSSON, RMC
CITY CLERK

CITY OF HACKENSACK

65 Central Avenue
P.O. Box 608
HACKENSACK, N.J. 07602-0608
(201) 646-3940
Fax: (201) 457-1466
www.hackensack.org

CITY COUNCIL

JOHN P. LABROSSE, JR., MAYOR
KATHLEEN CANESTRINO, DEPUTY MAYOR
DAVID SIMS, DEPUTY MAYOR
LEONARDO BATTAGLIA
STEPHANIE VON RUDENBORG

NOTICE OF TORT CLAIM

GENERAL INSTRUCTIONS:

Pursuant to the provisions of the New Jersey Tort Claims Act, this Notice of Tort Claim form has been adopted as the official form for the filing of claims against the City of Hackensack.

The questions are to be answered to the extent of all information available to the Claimant or to his or her attorneys, agents, servants, and employees, under oath. The fully completed Claim Form and the documents requested shall be returned to:

Hackensack City Clerk's Office
Hackensack City Hall
65 Central Avenue
Hackensack, NJ 07601

NOTE CAREFULLY: Your claim will not be considered filed as required by the New Jersey Tort Claims Act until this completed form has been filed with the Hackensack City Clerk's Office. Failure to provide the information requested, including such responses as "to be provided" or "under investigation" will result in the claim being treated as not being properly filed.

Timely Notice of Claim must be filed within 90 days after the incident giving rise to the claim.

This form is designed as a general form for use with respect to all claims. Some of the questions may not be applicable to your particular claim. For example, if your claim does not arise out of an automobile accident, questions regarding road conditions might not be applicable. In that event, please indicate "Not Applicable".



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If you are unable to answer any question because of a lack of information available to you, specify the reason the information is not available to you. If a question asks that you identify a document, it will be sufficient to furnish true and legible copy. Where a question asks that you “identify all persons,” provide the name, address and telephone number of the person.

If you need more space to provide a full answer, attach supplementary pages, identifying the continuation of the answer with the number to the applicable question.