

## **CLAIMS**

In order to assert any claim against California State University Channel Islands a Government Claim form must be completed then filed directly with the California Victim Compensation and Government Claims Board.

Under State law, claims relating to causes of action for death, injury to person, or personal property must be presented to the California Victim Compensation and Government Claims Board no later than six months after the date of the incident.

The Government Claims (GC) program resolves claims filed against the State of California as a result of certain state government activity. This program processes civil claims for money or damages filed against the state and presents claim recommendations to the board regarding potential claim settlements.

### **Procedures for filing a Claim**

1. Obtain a Government Claim form. Read thoroughly the attached instructions and enclose any related supporting documents (i.e. Police reports, medical documentation, estimates for repair, etc.)
2. Complete the relevant sections of the form describing in full detail the circumstances that led to the alleged damage or injury. State why you believe the State of California is responsible.
3. Make a photocopy of your Claim form for your records and mail a copy of the completed Claim form to the California State University office of Environment, Safety and Risk Management.
4. Mail the original Government Claim form to the California Victim Compensation and Government Claims Board.
5. If you have questions regarding your claim, contact the Government Claims Program directly at (916) 955-0045 or toll-free at (800) 955-0045 for assistance.

### **Contact information:**

California Victim Compensation and Government Claims Board  
Government Claims Division  
P.O. Box 3035  
Sacramento, CA 95812-3035

California State University Channel Islands  
Office of Environment, Safety and Risk Management  
One University Drive  
Camarillo CA 93012

Visit the [California Victim Compensation and Government Claims Board](#) web site for further information or to obtain the [Government Claim form](#).