



OFFICE OF TOWN CLERK
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CLERK OF THE TOWN COUNCIL

TOWN OF VERNON

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PROCEDURE FOR CLAIMS AGAINST THE TOWN OF VERNON

In order to protect the right to make a claim against the town, the Individual involved must file a notice in accordance with the Connecticut General Statutes.

While these statutes vary with regard to the time limit, filing your claim with the Town Clerk's office within 90 days of the incident is suggested.

This claim need only be a written letter, directed to Vernon Town Clerk Bernice K. Dixon, stating an intention to seek compensation from the Town for damages or injuries sustained. It must contain the following items:

- a description of the injury or damage
- the cause of the injury or damage
- the date and time of the incident
- a detailed explanation of the location of the incident
- an estimate of the cost of the damages
- a statement of the reparations sought, and
- the name, address, and phone number of the individual involved

The Town Clerk will forward a copy of the claim to appropriate agents.

PLEASE NOTE: Your compliance with this procedure should not be interpreted to mean the town accepts responsibility for your injury/damage. It merely protects your right to make a claim.

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