

Instructions for filing a claim against the City of Casper

If you feel you have reason to file a claim against the City of Casper you may obtain a claim form from the City's Risk Management office. The completed claim form may be handwritten or typed, and must contain the following information:

- A short synopsis or description of the incident.
- Details about the incident including date & time of occurrence, location of the incident, type and extent of damages, and two (2) estimates of repair(s) or actual cost of damaged items.
- Police report number, if applicable
- Your current mailing address and phone numbers (work, home, cell)
- Copies of any bills, estimates, or documents that apply to your claim
- Proof of ownership, if applicable (e.g. copy of registration, title, deed, etc.)
- Your signature notarized.

When completed, you may:

Mail your claim form and accompanying documents to:
City of Casper, Attn: City Clerk's Office, 200 N David, Casper, WY
82601
OR

Hand deliver your claim form and accompanying documents to:
Casper City Hall, 200 N David, Suite 104

After the City of Casper receives your completed claim form, it will be reviewed then forwarded to the **Wyoming Association of Risk Management (WARM)** office in Cheyenne which will handle your claim from this point on.

If you have questions, or need further assistance, please contact the City's Risk Management office at 307-235-8289.

Please note: Neither the City of Casper nor any of its employees or representatives may admit or deny liability/financial responsibility for any claim.