

[PUT ON TOWNSHIP LETTERHEAD]

Re: _____

Dear _____:

Your recent communication in which you indicate an intention to assert a claim against the Township of Pennsauken or against an official, employee or Department of the Township of Pennsauken has been received.

In accordance with the New Jersey Tort Claims Act, the Township of Pennsauken has adopted an official form to be completed by an individual seeking to assert a claim against the Township of Pennsauken or against any official, employee or Department of the Township of Pennsauken.

A copy of the Claim Form is enclosed and includes a form authorizing us to obtain reports with respect to your injury, if applicable.

Your claim will not be considered as filed and cannot be evaluated until you return the completed form and provide the information requested.

You should be aware of the fact that the New Jersey Tort Claims Act includes limitations on claims against public bodies and establishes the limits for the filing of such claims.

Notice of the claim against the public body generally must be filed within 90 days after the incident giving rise to the claim.

No Notice of Tort Claim may be filed after the 90 day period unless there is an Order from the New Jersey Superior Court allowing the late filing of a Notice of Tort Claim. Such an Order can be granted only within one year from the date of the incident and only where the Court determines that good cause exists to permit the late filing.

Very truly yours,

Tim Killion, Township Administrator
Pennsauken Township