



Keith Chapman
Town Manager

TOWN OF NEWINGTON

200 Garfield Street Newington, Connecticut 06111

Office of the Town Clerk

James E. Krupinski CCTC
Town Clerk

PROCEDURE FOR CLAIMS AGAINST THE TOWN OF NEWINGTON

In order to protect the right to make a claim against the town, the Individual(s) 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, with wet signature, directed to Newington Town Clerk, 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;

You may also include additional information, such as photos, with your initial claim. Emails will not be accepted as a claim notification.

The Town Clerk's office 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.