



# UT System Administration Policy Library – Policy UTS114 **Reporting Claims (Or Possible Claims) Arising Under Texas Tort Claims Act**

Responsible Officer: Executive Vice Chancellor for Business Affairs  
Sponsoring Office: Office of General Counsel  
Effective Date: October 1, 1995  
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Errors or changes to: [policyoffice@utsystem.edu](mailto:policyoffice@utsystem.edu)

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## **POLICY STATEMENT**

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The Office of General Counsel (OGC) of The University of Texas System requires immediate notice of the essential details of any possible claim that may arise under the Texas Tort Claims Act (Chapter 101, *Texas Civil Practice & Remedies Code*). The Preliminary Summary Report form developed for this purpose is attached. As indicated by the title and explanatory caption, this form is to be used to report such summary details as are known immediately upon occurrence of any incident that may be considered to create a possible claim under the Act.

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## **RATIONALE**

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Prompt reporting of claims or possible claims arising under the Texas Tort Claims Act is necessary so that (1) potential legal action can be identified; (2) complete facts required for the assessment, resolution and/or defense of such a claim can be obtained, and (3) any required third party notifications, including notice to the Attorney General's office or any applicable insurance carriers, can be timely given.

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## **SCOPE**

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All institutions and UT System Administration

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## **WEBSITE ADDRESS FOR THIS POLICY**

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<http://www.utsystem.edu/policy/policies/uts114.html>

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## RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

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UT System Administration Policies & Standards	Other Statutes, Policies & Standards
	<ul style="list-style-type: none"><li>• <a href="#">Texas Tort Claims Act, Texas Civil Practice &amp; Remedies Code Chapter 101</a></li></ul>

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## CONTACTS

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If you have any questions about UT System Administration Policy UTS 114, *Reporting Claims (Or Possible Claims) Arising Under Texas Tort Claims Act*, contact the following office:

Subject	Office Name	Telephone Number	Email/URL
	Office of General Counsel	512-499-4462	<a href="mailto:ogcemail@utsystem.edu">ogcemail@utsystem.edu</a> <a href="http://www.utsystem.edu/ogc/">http://www.utsystem.edu/ogc/</a>

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## DEFINITIONS

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None

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## RESPONSIBILITIES

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### Party responsible for reporting claims

- Fills out Preliminary Summary Report Form no more than five days after essential details of the incident are known.
- Forwards the form to OGC with a copy to the Executive Vice Chancellor for Business Affairs.

### **Each UT Institution**

- Establishes reporting procedures.

### **Office of General Counsel**

- Requests additional information needed for its files or for reporting to the Attorney General.

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## **PROCEDURES**

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### **1. Preliminary Summary Report**

**1a.** Submit Preliminary Summary Report Form with as complete information as possible (including essential additional details and comments not specifically requested on the form) no later than five days after the essential details of the incident are known.

**1b.** The report should be forwarded OGC with a copy to the Executive Vice Chancellor for Business Affairs.

### **2. Establishment of Reporting Procedures**

**2a.** Reporting procedures should be established within each UT institution in order that the chief business officer or a designee will be made aware immediately of any incidents that may possibly result in a tort claim and for prompt completion and submission of the Preliminary Summary Report.

### **3. Further Information**

**3a.** OGC, after reviewing the report, will request any additional information needed for its files or for reporting to the Attorney General.

### **4. Copies of Report**

**4a.** Copies of the tort claims report form should be reproduced locally for use as needed.

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## **FORMS AND TOOLS/ONLINE PROCESSES**

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[Preliminary Summary Report Form](#)

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## **APPENDIX**

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None

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Keywords: claims, lawsuits, tort, claim, lawsuit, legal

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