

The University of Texas System

Reporting Claims (Or Possible Claims) Arising Under Texas Tort Claims Act

Attachment

**PRELIMINARY SUMMARY REPORT
POSSIBLE CLAIM UNDER TEXAS TORT CLAIMS ACT
(CHAPTER 101, TEXAS CIVIL PRACTICE AND REMEDIES CODE)**

1. U.T. Institution _____ Report No. _____

2. Date of incident causing possible claim _____ Time _____

3. Name and address of possible claimants:

4. Names and addresses of all known witnesses:

5. If university motor vehicle involved, attach a copy of Accord Form No. 2 prepared for insurance company and list:

a. Make and number of vehicle _____

b. Name of driver _____

c. Location of incident _____

d. Extent of personal injuries to driver and passengers _____

e. Extent of property damage _____

f. Was traffic citation issued? ___ yes ___ no If yes, to whom and for what violation?

g. Insurance carrier has been notified: ___ yes ___ no

6. Describe incident: Indicate equipment involved and its condition; identify premises (real or personal property) condition or use involved. For example, if incident involved a "slip and fall," describe the condition of the floor. Attach additional material as needed.

7. Has possible claimant or representative indicated intention to proceed with legal action? ___ yes
___ no

If yes, explain briefly:

8. Name of attorney, if known _____

Reported by _____ Date/Time _____

Department of Institution _____

Distribution: Original to Vice Chancellor and General Counsel, The University of Texas System;
Copy to Executive Vice Chancellor for Business Affairs.

Provided by the Office of General Counsel Last Updated: January 26, 2000

*Send comments about this page to Onramp@utsystem.edu Attn: Office of General Counsel
The University of Texas System Administration*
