

## INSTRUCTIONS FOR USING NMAC ML ‘NOTICE OF CLAIM’ FORM

### 2 ways to complete Notice of Claim Form:

- (1) complete fields and send via e-mail to Claims Manager at [rmartinez@nmcounties.org](mailto:rmartinez@nmcounties.org) and to Claims Clerk @jmunoz@nmcounties.org; **OR**
- (2) print and complete form and send via fax to (505) 983-4396 or via mail to  
NMAC  
Multi-Line Department  
613 Old Santa Fe Trail  
Santa Fe, NM 87505

### Complete claim form for appropriate claim type – 1<sup>st</sup> party or 3<sup>rd</sup> party

- 1<sup>st</sup> Party:** Claims which involve damage to county property  
“**AU – 1<sup>st</sup> party**” – damage to county vehicle  
“**PR – 1<sup>st</sup> party**” – damage to county building and/or property
- 3<sup>rd</sup> Party:** Claims which involve damage to third party (public)  
“**AU – 3<sup>rd</sup> party**” – damage to public’s vehicle caused by county  
“**GL – 3<sup>rd</sup> party**” – damage to public’s property caused by county  
“**LE, LU, IJ**” – claims made by public against county  
“**CR – employment**” -- claims made by county employee against county

**Record Only:** Check this box **and** a ‘claim type’ if you want to notify NMAC of a potential claim but claim file is not to be opened

The remaining information requested is self-explanatory

- \*\* In general, claims made by 3<sup>rd</sup> party (public) against county are required to file Tort Claim Notice with County Clerk
- \*\* Claim cannot be opened without date of loss

### INSTRUCTIONS FOR TORT CLAIM NOTICE (TCN) FORM

- TCN form to be given to 3<sup>rd</sup> party claimants to be completed by claimant
- Claimant can complete this form or write letter stating claimant name, description of claim – (when (date), where (location), who/how county involved)
- Claimant file this form or other TCN with County Clerk
- County send TCN with ‘Notice of Claim’ Form to NMAC