
General Institution

1 **AP 3810 CLAIMS AGAINST THE DISTRICT**

2 **References:**

- 3 Education Code, Section 72502;
4 Government Code Sections 900 et seq., 910 et seq., and 935

5 **Claim Forms**

6 Any claims against the District are to be submitted on the District's approved claim form.
7 Claims not submitted on the District's form will be returned to the claimant and may be
8 resubmitted using the proper form.

9 Claim forms can be obtained through the Business Services Department.

10 **Claim forms may be presented in person or mailed to:**

- 11 Cerritos Community College District
12 Office of the Vice President of Business Services
13 11110 Alondra Boulevard
14 Norwalk, CA 90650

15 **Time Limitations**

16 Claims for money or damages related to a cause of action for death, injury to a person,
17 or personal property, must be presented to the District not later than six (6) months after
18 the accrual of the cause of action.

19 Claims for money or damages related to a cause of action other than that stated above,
20 must be presented to the District not later than one (1) year from the accrual of the cause
21 of action.

22 **Response to Claim**

23 The District has 45 days in which to respond to any claim received. The claim may be
24 allowed in whole or in part or may be rejected altogether. Pursuant to Government Code,
25 the District will notify those claimants, whose claims are rejected, or their rights under the
26 law to pursue their claim further.

27 If the District decides to allow the claim or offers a compromise in an attempt to settle the
28 claim, the District shall require the claimant to sign a release or waiver agreeing to
29 payment as full complete settlement of the claim.

30 Office of Primary Responsibility: Vice President, Business Services

Date Approved: November 26, 2007

Date Revised: May 8, 2017

Date Reviewed: January 16, 2019; February 13, 2023