

# CLAIM FILING PROCEDURES

## Harris County & Harris County Flood Control

The procedure below must be followed before any claim against Harris County and/or the Harris County Flood Control District can be resolved. This procedure is required by law, as well as by the governmental bodies concerned.

**Written notice of your claim must be mailed or delivered in person within 180 days of the occurrence to:**

Harris County Commissioners Court  
1001 Preston, Room 610  
Houston, Texas 77002  
Attn: Clerk of Commissioners Court

**Your claim should supply the Court with a detailed account of the occurrence including:**

- date, time and place of occurrence
- description of occurrence
- names of all persons involved in the occurrence
- **description and photographs of the damaged property, proof of property ownership, and location where the property may be inspected, if necessary.**
- description of any injuries, if applicable
- total amount of claim which you anticipate you will incur.
- documented support for your claim including but not limited to invoices, estimates, etc.. All invoices and estimates should indicate the provider's name, address and phone number. When submitting estimates, the Court requires **at least two written estimates**; however, the County reserves the right to use an independent appraiser.
- name, address and telephone number of any witnesses

**The Commissioners Court meets on designated Tuesdays. Once the Court has received your claim, it will be referred to Human Resources & Risk Management for investigation. The claim will then be assigned to an Adjuster who will contact you concerning your claim.**

Should you have any additional questions concerning the status of your claim, or how to file your claim, please call Human Resources & Risk Management at (713) 274-5468.

NOTHING CONTAINED HEREIN, NOR THE TRANSMISSION OF THIS DOCUMENT SHALL EVER BE CONSTRUED AS AN ADMISSION OF LIABILITY, NOR SHALL IT BE CONSTRUED THAT ACTUAL OR CONSTRUCTIVE NOTICE OF ANY CLAIM HAS BEEN GIVEN, OR THAT NOTICE WAS RECEIVED, ACTUAL OR CONSTRUCTIVE, BY ANY GOVERNMENTAL ENTITY. THE INFORMATION PROVIDED HEREIN IS MERELY A GRATUITOUS ACCOMMODATION.