

**Information About Filing an Accidental Loss Claim (Tort)  
Against California State University, Stanislaus**

A claim against California State University, Stanislaus ***must be filed with the CSU Chancellor's Office of Risk Management & Public Safety*** at the address below within six (6) months after which the incident or event occurred along with a \$25 claim filing fee made out to "Trustees of CSU". Completed claims must be delivered or mailed to:

**The California State University - Office of the Chancellor  
Risk Management and Public Safety  
401 Golden Shore, 5th Floor  
Long Beach, CA 90802-4210**

Visit the CSU Chancellor's Office of Risk Management and Public Safety website at:  
[http://calstate.edu/risk\\_management/claims](http://calstate.edu/risk_management/claims) for further information or to obtain a claim form.

In general when an incident resulting in personal loss, damage or injury occurs on property owned/controlled by California State University, Stanislaus the following information applies.

1. The incident is reported to University Police Services by the person sustaining the loss or injury, or by a witness.
2. University Police Services responds, investigates, and files the appropriate report with the Risk Manager.
3. The individual sustaining the injury or loss may file a claim against the University following the process at the top of this webpage. Forms may be obtained from the CSU Risk Management and Public Safety website at:  
[http://calstate.edu/risk\\_management/claims](http://calstate.edu/risk_management/claims).
4. Per State guidelines, a claim must be filed no later than six (6) months after the incident date, if the cause of action is for personal injury, wrongful death, or property damage. Other claims must be presented no later than one (1) year after in the incident date.
5. Depending upon the claim (complexity, dollar amount, etc.), the campus Compliance Officer, the CSU General Counsel and the State's Attorney General may become involved on behalf of the campus and/or its employees.
6. The routine claims process may take three (3) to six (6) months for a determination, if all of the appropriate and required documentation is submitted with the initial filing of the claim.
7. All claims that involve litigation will be managed by the CSU Office of General Counsel, who consults with the University Compliance Officer regarding courses of action. Questions concerning existing or potential lawsuits should be directed to the University Compliance Officer, who serves as the campus litigation contact.