

46-913. Claims against the state; filing; forms; information required. (a) Any person wishing to present a claim shall file the same with the chairperson of the joint committee in writing upon a form to be provided by the joint committee stating the following information:

- (1) The name and address of the claimant; the name and address of the claimant's principal, if the claimant is acting in a representative capacity; and the name and address of the claimant's attorney, if the claimant is so represented;
- (2) A concise statement of the basis of the claim, including the date, time, place and circumstances of the act or event complained of, if applicable;
- (3) a statement itemizing the amount claimed; and
- (4) any other pertinent information requested by the joint committee.

(b) Upon the filing of a claim, the joint committee shall inform the claimant in writing of any additional information it will require in order to take action upon the claim.

History: L. 1978, ch. 203, § 3; L. 1994, ch. 274, § 2; L. 2013, ch. 83, § 2; July 1.