

INSTRUCTIONS FOR COMPLETION OF FORM

Type or use ink to complete this form. Return one original and two copies of the completed claim form and three copies of any additional materials to the State Claims Board. Retain a copy of the form and attachments for your files.

DEFINITIONS OF CLAIMS

Read carefully before completion of form.

1. TORT CLAIM Section 81-8,210(4)

"Tort Claim shall mean any claim against the State of Nebraska for money only on account of damages to or loss of property or on account of personal injury or death caused by the negligent or wrongful act or omission of any employee of the state while acting within the scope of his or her office or employment..."

TORT CLAIM

A claimant has a right to pursue a tort claim in district court if it is denied or reduced by the State Claims Board.

2. MISCELLANEOUS CLAIM Section 81-8,295

"Miscellaneous Claim shall mean any claim against the state for which there is no other specific provision of law for the resolution of such claim."

Miscellaneous claims include unpaid judgements against the state, agency requests for cancellation or wavier of charges, state employee personal property damages incurred during the course of employment, out-of-date warrants, out-of-date invoices, employee or official indemnification.

MISCELLANEOUS CLAIM APPEALS

A claimant has a right to appeal a miscellaneous claim to the State Legislature if it has been denied or reduced by the State Claims Board provided that an application for review is filed within 60 days of the date of the State Claims Board's decision on the claim.

3. CONTRACT CLAIM Section 81-8,303

"Contract Claim shall mean a claim against the state involving a dispute regarding a contract between the State of Nebraska or a state agency and the claimant other than employment contracts covered by the State Personnel System or entered into pursuant to the State Employees Collective Bargaining Act."

You must include with your Contract Claim:

- 1) a copy of the contract allegedly breached;
- 2) information on manner of alleged breach; and
- 3) proof of resulting damages.

Contract Claims are processed as Miscellaneous Claims unless either party objects in writing to the Board's jurisdiction within 90 days of the mailing of the notice of filing.