

Procedure for Citizen's Filing A Tort Claim

Mailing Address for filing Tort Claim:

Notice of Tort Claim against Creek County
Creek County Clerk's Office
317 E. Lee St., Ste. 100
Sapulpa, OK 74066

Directions for Filing Tort Claim:

1. Claim shall be typed if possible. If typing is not feasible, neat, legible hand writing may be substituted.
2. Claim shall be titled "**NOTICE OF TORT CLAIM AGAINST CREEK COUNTY**".
3. Claim shall provide the following information in clear language:
 - a. A thorough description of the incident.
 - b. The location (address), date and time of the incident.
 - c. Names of any and all known witnesses to the incident (and telephone numbers or other means of contact, if known).
 - d. Name of the County employee to whom the incident was reported.
 - e. The claimant's full name, address and home and work telephone numbers.
4. Claimant shall document damage with photographs and submit with tort claim.
5. Claimant shall provide "proof of ownership" -i.e. deed of property, title and/or registration of the vehicle.
6. The claimant shall sign and date the tort claim before a notary.
7. The claimant shall file the tort claim in the office of the County Clerk by either:
 - a. Submitting the tort claim in person.
 - b. Mailing the tort claim in an envelope to the address above.
8. Claimant shall obtain a **minimum of two (2) quotes for property damage.**
9. Claimant shall provide a **minimum of two (2) estimates for vehicle repairs,** utilizing repair shops of their choice.