



LINCOLN

Process for Filing Notice of Claim

Pursuant to Nebraska Revised Statute § 13-905, any person seeking to file a tort (including negligence) claim against the City of Lincoln must provide written Notice of the events giving rise to the claim within one (1) year of the occurrence. Claimants have the option to submit written Notices in person, by mail, or electronically through the link below.

The Notice should include the following information:

- Claimant's full name, address, phone number, and email
- Date and time of the incident
- City Department(s) or personnel involved, if known
- Location where the incident occurred
- Description of the incident and the reason the City may be responsible
- Supporting documentation (e.g., invoices, receipts, estimates, photographs)
- Total amount requested for reimbursement or damages

In-Person or US Postal Mail Filing:

City Clerk's Office
555 S. 10th Street, Rm. 103
Lincoln, NE 68508

or

City Attorney's Office
555 S. 10th Street, Rm. 300
Lincoln, NE 68508
claims@lincoln.ne.gov

New Online Filing Option:

A new, secure online portal is now available to streamline the process. Claimants may now submit their Notice of Claim electronically through this link: [Submit a Claim Online](#)

What Happens Next

Upon receipt, the City Attorney's Office will investigate the claim. Pursuant to Nebraska Revised Statute § 13-906, the City has six (6) months to investigate a claim. Following the investigation, the claim will be either be approved, denied, or pending.

Approved

If approved, a release will be sent to the Claimant. Upon receipt of a signed release, the claim will be processed for payment.

Denied

If denied, a denial letter will be sent to the Claimant, and the claim will be forwarded



to the Lincoln City Council for consideration and disposition. The Claimant may contest a denial before the Lincoln City Council and will be informed of the date that the claim will be considered by the City Council.

Pending

A claim can remain pending. After six months the claimant can withdraw the claim and file a lawsuit.

This information is provided as a service and is not intended to substitute for legal advice. You are responsible for compliance with the current requirements of the Nebraska Political Subdivisions Tort Claims Act, Neb. Rev. Stat. § 13-901, et seq.

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