

## Preliminary Summary Report of Tort Claims and Possible Tort Claims

Per UTA Policy GA-LA-PO-08, this Preliminary Summary Report should be completed within five days of the occurrence of an incident that results in or may result in a tort (injury) claim. UTA Legal Affairs should be notified immediately, and a copy of the report should be forwarded to the Chief Legal Officer. For additional information please see UTA Policy GA-LA-PO-08, Reporting Claims or Possible Claims Arising Under the Texas Tort Claims Act.

### General Information

Reported by: \_\_\_\_\_ Department: \_\_\_\_\_

Date of incident causing probable claim: \_\_\_\_\_ Time: \_\_\_\_\_

Names and addresses of probable claimants:

Names and addresses of all known witnesses:

Describe incident: Indicate any equipment involved and its condition and identify premises (real or personal property) condition or use involved, e.g., if incident involved a "slip and fall", describe the condition of the floor. Attach additional information if needed.

### Legal Action

Has possible claimant or representative indicated intention to proceed with legal action?

No ☐ Yes ☐ If yes, explain briefly: \_\_\_\_\_

Name of attorney, if known: \_\_\_\_\_

## Motor Vehicles

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Was a university motor vehicle involved? No ☐ Yes ☐

▶ If "No," Do NOT complete the below fields.

Name of UTA Driver: \_\_\_\_\_ Name of other driver: \_\_\_\_\_

Names of any passengers: \_\_\_\_\_

Extent of personal injuries to drivers and passengers: \_\_\_\_\_

Extent of property damage: \_\_\_\_\_

Was traffic citation issued? No ☐ Yes ☐ If yes, to whom and for what violation?