

**Coast Community College District**  
**BOARD POLICY**  
Chapter 3  
General Institution

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**BP 3810 CLAIMS AGAINST THE DISTRICT**

**References:**

Government Code Sections 900 et seq.

Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with the California Tort Claims Act, Government Code Sections 900 et seq..

Claims must be presented according to this Policy and related procedures as a prerequisite to filing a lawsuit against the District.

Pursuant to Sections 905 and 935 of the Government Code, claims that are subject to the requirements of this Policy include, but are not limited to, the following:

- Claims by the State, by a State department or agency, by another public entity, or by a judicial entity
- Claims by public employees for fees, salaries, wages, mileage, or other expenses and allowances. Applications or claims for money or benefits under any public retirement or pension system.
- Claims for principal or interest upon any bonds, notes, warrants, or other evidences of indebtedness.
- Claims for property damage, loss, or impairment.

The designated place for service of claims, lawsuits, and other types of legal process upon the District is:

Coast Community College District  
Department of Risk Services  
1370 Adams Avenue  
Costa Mesa, CA 92626

The District has a standard ***Claim for Damages*** form for claimants that shall be used to submit Claims. This form is posted on the District's Risk Services website.

The Board shall consider all Claims in Closed Session, and shall report out of Closed Session the Board 's decision on any Claim considered.

See also BP/AP 6540 titled Insurance.

Adopted December 2, 2013

Revised December 14, 2016

Revised December 12, 2018