

# ARKANSAS STATE CLAIMS COMMISSION

## FILING A CLAIM

Please **MAIL** your claim to:

**Arkansas State Claims Commission  
101 East Capitol Avenue, Suite 410  
Little Rock, AR 72201**

We **do not** accept claims via facsimile.

### General Information

**More than one claim may be filed on one claim form as long as the total number of claims does not exceed three (3).**

**All claims** submitted to the Claims Commission **must have a completed Complaint Form.** Claims that are submitted without a Complaint Form will be sent back to the Claimant.

All claims must be **plainly written, plainly printed or plainly typed.** Any correspondence written to this office must be readable.

**Documentation must be front-sided only. No two-sided material.**

**Claims can only be filed against State Agencies.**

**Please do not staple or tape your documents together.**

**All forms submitted to the Claims Commission must be signed and notarized.**

If all of your supporting documentation for your claim **exceeds six (6) pages** then **the original complaint/documents and four (4) additional copies (sets) must be sent to this office when filing your complaint.** Failure to do this may result in your claim being sent back to you.

The Claims Commission does not send out letters to notify you when your claim has been received and set up. If all required documents (and copies) have been attached to your complaint form and it is a valid claim that can be heard by the Claims Commission then the first correspondence you will receive on your filing will be from the Respondent, who has **thirty (30) calendar days** from when they receive it from our office to respond.

If the claim is not filed properly, then you will receive a letter from the Claims Commission directing you as to what additional documents are required.

### Claims Involving Motor Vehicle Damage

If the claim involves ANY TYPE of damage to a vehicle, then a **Motor Vehicle Accident Report Form** must be completed along with the Complaint Form.

**The owner of that vehicle must be the one file the claim. This is the person whose name is on the title of the vehicle.** Claims involving vehicle damage that are not filed by the owner of the vehicle will be sent back.

**Three (3) estimates or the repair bill for the damage must be sent in along with the claim.**

**Section III** of the Motor Vehicle Accident Report Form must be completed in its entirety. If Section III of the Motor Vehicle Accident Report Form is not **ENTIRELY completed** then it will be sent back to the Claimant for completion.

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▶ **IMPORTANT NOTES** ◀

Please be aware that the State of Arkansas requires Respondents who admit liability in a claim to pay the lowest amount on the claim. ***If the Claimant's deductible is less than the lowest estimate or bill of repair, the Respondent only has to admit to the deductible.***

For example, if the Claimant's repair bill or lowest estimate is \$1,000.00 and the Claimant's deductible is \$500.00, the Respondent (if liability is admitted) only has to pay the deductible.

**Expenses that are not covered under the insured individual's policy (such as rental car expenses) must be submitted at the time that the claim is filed.** If the expenses have not been incurred yet, then the Claimant may provide this office with estimates.

Per Arkansas statute §19-10-304, **subrogation claims cannot be filed with this office.**

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**Claims Involving Property Damage**

If the claim involves damage to property other than a vehicle then the Property Damage Form must be completed along with the Complaint Form.

**Three (3) estimates or the repair bill for the damage must be sent in along with the claim.**

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**Claims Involving Personal Injury**

Claims involving personal injury must have a completed Personal Injury Form along with a Complaint Form. Medical documentation must also be submitted along with the Personal Injury Form.

**Please note that an itemized summary of medical documentation and bills is preferred.**

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**Freedom of Information Act**

Please be advised that all materials submitted to the Arkansas State Claims Commission become public records that may be reviewed by anyone who requests access to them under the "Freedom of Information Act."

Therefore, if material submitted with your claim contains important personal information such as social security numbers, tax identification numbers, financial account numbers or other similar sensitive information, it is your responsibility to remove that information prior to submission to the Claims Commission.

The Claims Commission will not be held responsible for the removal of such information from material it receives, or for any damages that may arise should you fail to remove such information from documents submitted to the Claims Commission.