

Instructions for Filing a Tort Claim

STANDARD FORM (SF) 95: You must submit at least one (1) completed claim form with an original signature, in ink, on each copy. Please read and fill out the entire claim form. Please review the following instructions for specific information on how to fill out a SF-95.

SF-95 by Block Number:

1. Office of the Staff Judge Advocate
ATTN: Claims
1633 Mekong Street, Building 6222
Fort Carson, Colorado 80913-4163
2. Enter the full name(s) of person(s) filing the claim. If the claim is being filed by a corporation, list the corporate name. List the present mailing address, including the zip code.
- 3 - 8 Indicate whether you are an active duty servicemember or a civilian, the date of birth of the claimant, the claimant's marital status, the date and day of the accident/incident giving rise to the claim, the time of the accident/incident, and the underlying circumstances.
9. Provide the name and address of the owner of property if that person is someone other than the claimant.
10. Describe the nature and extent of the injury and the name of the doctor or hospital where treated, if any.
11. Provide the name and address of any witnesses.
12. Each claim must be for a definite sum of money. If no claim is being submitted for any one of the three blocks (Property Damage; Personal Injury; Wrongful Death), enter "None" in the appropriate block(s). The total claimed amount should be entered in block 12d.
- 13 - 14. Signature of claimant. The person whose name and address appears in Block 2 should sign and date the SF-95.
- 15 – 19. Reverse Side of SF-95: Complete all information concerning insurance coverage.

Documentation of Loss:

In support of a claim for personal injury or death, the claimant must submit a written medical records or other evidence showing the nature and extent of the injury, the nature and extent of treatment, prognosis and any permanent disability. The cost of medical expenses should be documented with itemized invoices..

In support of claims for property damage, only one itemized estimate of repair must be submitted to substantiate the claim.

Authority to File a Claim on Behalf of a Business: An Agent's Authorization to File Claim must be filed for claimants that are businesses.

Additional Information:

The Statute of Limitations for claims against the United States is two years. This means that claims must be received by this office no later than 2 years from the date of the accident/incident.

Should you have any questions about any part of the claims process, feel free to contact the Fort Carson Claims office.

Telephone: 719-526-1342.