

# Submitting a Claim to the City of New Castle

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In order to submit a claim\* for damages to the City of New Castle, you must make your claim in writing, within 90 days of the incident. Please be sure to include your:

- Name;
- Residence Address;
- Date, time and precise location of the incident;
- A brief description of what happened; and
- The amount of damages that you are claiming.

If you are reporting an injury, you may fill out a Non-Employee Injury Form, available at the City Municipal Building.

Please send all claims correspondence to:

City Attorney's Office  
City of New Castle  
230 N. Jefferson St.  
New Castle, PA 16101

\*The filing of this form does not guarantee that a claim will be filed through the carrier for the City of New Castle.