

**PROCEDURE FOR FILING A CLAIM  
AGAINST  
THE CITY OF BRIDGEPORT**

You must write a letter explaining where, when and what happened.

Be sure to include your

- name
- address
- telephone number
- any other statutory required notice or information depending on the nature of your claim or case.

In addition to a phone number and address, it is strongly recommended you provide an email address to assist in a quicker response to your claim.

You may attach any bills or estimates to your letter, and send it to:

**The City Clerk's Office  
45 Lyon Terrace  
Room 204  
Bridgeport, CT 06604**

You will receive a postcard in the mail from the City Clerk's Office acknowledging receipt of your letter and confirming that it has been sent to the City Attorney's Office. That office will respond to you in writing within two to three weeks.