

**The Oregon Administrative Rules contain OARs filed through August 14, 2009**

**DEPARTMENT OF ADMINISTRATIVE SERVICES**

**DIVISION 150**

**RISK MANAGEMENT**

**125-150-0000**

**Claims Against the State Liability Fund**

(1) The Department of Administrative Services, Risk Management Division, administers the Liability Fund established by [ORS 278](#) .100 to cover the tort liability of the state and its officers, employes, or agents acting within the scope of their employment under [ORS 30.260](#) to 30.300.

**(2) An individual intending to make a claim against the Liability Fund must follow the notice requirements under [ORS 30.275](#), as amended by Chapter 350, Oregon Laws 1981.**

**(3) Under ORS 30.275, formal notice of a claim against a state officer, employe, or agent may be given by mail or personal delivery to the Director of the Department of Administrative Services. By this policy, the Director delegates responsibility for receipt of liability claims to the Risk Management Division, Department of Administrative Services.**

**(4) A claimant or representative may file a claim in the following manner:**

**(a) Send or deliver a *written* statement to the Risk Management Division, including the following information:**

**(A) A statement that a claim for damages will be asserted against a *named* state agency, officer, employe, or agent;**

**(B) A description of the time, place and circumstances giving rise to the claim;**

**(C) The name of the claimant and the mailing address to which correspondence concerning the claim may be sent. Send or present the notice to: Claims Section, Risk Management Division, Department of Administrative Services, 155 Cottage Street N.E., Salem, OR 97310.**

**(b) To give actual notice of a claim as provided under [ORS 30.275](#), provide the same information as required above for formal notice, orally to: Claims Section, Risk Management Division, (503) 373-7475.**

(emphasis added)