Important Dates to Record for Your Government Claim

ARASH LAW
INJURY LAWYERS

Fill in the important dates relevant to your government injury claim. Write “Unknown” for any date you can’t confirm.

WHAT HAPPENED	DATE	RECORD TO CHECK	WHAT YOUR LAWYER CHECKS
You were injured or suffered a loss	_____	Incident report, photos, or medical records	When the filing period may have started
You sent your claim	_____	Claim copy and receipt or tracking record	Whether you sent it to the right office on time
The agency confirmed it got your claim	_____	Receipt, email, or portal confirmation	What the agency confirmed it received
You sent a correction or update	_____	Updated claim and proof you sent it	Whether the update changed the agency’s response time
Date on the agency’s response	_____	Full letter or notice and attachments	What kind of response the agency gave
The agency sent or delivered its response	_____	Envelope, email, or portal record	Whether the agency sent the notice as required
You got the response	_____	Delivery record or your note	Which date counts for any filing deadline
You checked and found no response	_____	Note when and where you checked	Whether the law treats the claim as rejected
You and the agency agreed to more time	_____	Written agreement or messages	Whether the agreement changed the response deadline
You asked to file a late claim	_____	Application and proof you sent it	Whether you asked in time
The agency decided your request to file late	_____	Agency decision, if any	Whether you can ask a court to let your case proceed
You or your lawyer sent papers to court	_____	Court papers, filing receipt, or proof of service	Whether the court accepted the filing and the papers were served

OTHER NOTES

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