



### **Property/Liability/Bodily Injury Claims Process:**

For visitors, students (not including work study), employees, or community members who have sustained bodily injury or had personal property damaged while on 4J property, a claim with the district can be filed.

- **Filing a claim does not mean 4J will pay for any property loss, damage, or medical bills.** The district and its agent reviews claims on a per submission basis.

To begin a claim, please e-mail or mail the claim request to Human Resources including:

1. A statement detailing the loss or injury. This letter should include contact information.
2. If available, pictures or digital pics of the loss or injury.
3. Copy of relevant claim bills
4. If there is vehicle damage, the license plate number, make/model, insurance information, and insurance agent contact information

Claims may be emailed to: [hr@4j.lane.edu](mailto:hr@4j.lane.edu) or  
mailed to:

Attn: Human Resources/Claims  
200 N. Monroe St.  
Eugene, OR 97402

The received documents/information will be submitted to 4J's insurance carrier. The assigned claims adjuster handling the claim will contact the claimant. Please allow 1-2 weeks response time.