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## Notice of Claim Information

In the event a person wishes to file a claim against the Village of Salem Lakes for damages, Section 893.80 of the Wisconsin State Statutes requires that:

- Written notice of the circumstances of the claim be served on the Village of Salem Lakes within 120 days after the happening of the event giving rise to the claim, and
- The written claim must contain the address of the claimant and an itemized statement of the relief sought, and
- Must be signed by the claimant, or the claimant's agent or attorney

This present Notice of Claim form has been prepared for the possible use by a claimant for such statutorily required written claim as all described above.

All claimants, however, should first consult with an attorney of their choosing before using the form.

***DO NOT MAIL the Notice of Claim to the Village of Salem Lakes. The Notice of Claim must be personally served on the Village of Salem Lakes Clerk, or the Village of Salem Lakes President, or on the person in charge of the Salem Lakes Village Hall (located at 9814 Antioch Road, Salem, WI, 53168) at the time of such service, all pursuant to Section 801.11(4) of the Wisconsin State Statutes.***