

ARKANSAS STATE CLAIMS COMMISSION

FILING A CLAIM

Please **MAIL** your claim to:

Arkansas State Claims Commission
101 East Capitol Avenue, Suite 410
Little Rock, AR 72201
Phone (501)682-1619

More information and forms can be located on our website:
arclaimscommission.arkansas.gov

General Information

We **DO NOT** accept claims via facsimile.

More than one claim may be filed on one claim form as long as the total number of claims does not exceed three (3), and the claims are being filed against the same state agency.

All claims submitted to the Claims Commission **must have a completed Complaint Form.** Claims that are submitted without a Complaint Form will be sent back to the Claimant.

All claims must be **plainly written, plainly printed or plainly typed.** Any correspondence written to this office must be readable.

Documentation must be front-sided only. No two-sided material.

Claims can only be filed against State Agencies.

Please **do not staple or tape your documents together.**

All forms submitted to the Claims Commission must be signed and notarized.

If all of your supporting documentation for your claim **exceeds six (6) pages** then **the original complaint/documents and four (4) additional copies (sets) must be sent to this office when filing your complaint.** Failure to do this may result in your claim being sent back to you.

The Claims Commission does not send out letters to notify you when your claim has been received and set up. If all required documents (and copies) have been attached to your Complaint Form and it is a valid claim that can be heard by the Claims Commission then the first correspondence you will receive on your filing will be from the Respondent, who has **thirty (30) calendar days** from when they receive it from our office to respond.

If the claim is not filed properly, then you will receive a letter from the Claims Commission directing you as to what additional documents are required.