



**Text of Relevant Virginia Code § 15.2-209:**

§ 15.2-209. Notice to be given to counties, cities, and towns of tort claims for damages.

A. Every claim cognizable against any county, city, or town for negligence shall be forever barred unless the claimant or his agent, attorney, or representative has filed a written statement of the nature of the claim, which includes the time and place at which the injury is alleged to have occurred, within six months after such cause of action accrued. Failure to provide such statement shall not bar a claim against any county, city, or town, provided that the attorney, chief executive, or mayor of such locality, or any insurer or entity providing coverage or indemnification of the claim, had actual knowledge of the claim, which includes the nature of the claim and the time and place at which the injury is alleged to have occurred, within six months after such cause of action accrued. However, if the claimant was under a disability at the time the cause of action accrued, the tolling provisions of § 8.01-229 shall apply.

B. The statement shall be filed with the county, city, or town attorney or with the chief executive or mayor of the county, city, or town.

C. The notice is deemed filed when it is received in the office of the official to whom the notice is directed. The notice may be delivered by hand, by any form of United States mail service (including regular, certified, registered or overnight mail), or by commercial delivery service.

D. In any action contesting the filing of the notice of claim, the burden of proof shall be on the claimant to establish receipt of the notice in conformity with this section. A signed United States mail return receipt indicating the date of delivery, or any other form of signed and dated acknowledgment of delivery, given by authorized personnel in the office of the official with whom the statement is filed, shall be prima facie evidence of filing of the notice under this section.

E. This section does not, and shall not be construed to, abrogate, limit, expand or modify the sovereign immunity of any county, city, town, or any officer, agent or employee of the foregoing.

F. This section, on and after June 30, 1954, shall take precedence over the provisions of all charters and amendments thereto of municipal corporations in conflict herewith granted prior to such date. It is further declared that as to any such charter or amendment thereto, granted on and after such date, that any provision therein in conflict with this section shall be deemed to be invalid as being in conflict with Article IV, Section 12 of the Constitution of Virginia unless such conflict be stated in the title to such proposed charter or amendment thereto by the words "conflicting with § 15.2-209 of the Code" or substantially similar language.

G. The provisions of this section are mandatory and shall be strictly construed. This section is procedural and compliance with its provisions is not jurisdictional.

Sincerely,

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**Please Sign Your Name**

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**Please Print Your Name**

*Please Also Send Copies of the Notice of Intent to File Suit to the Following Individuals*

cc: **Martin A. Thomas, Jr.**  
**Vice Mayor, Ward 1**  
Office of the Mayor / City Hall  
810 Union Street, Suite 900  
Norfolk, Virginia 23510  
Tel.: 757-664.4268  
*Via First Class Mail*  
*Via Facsimile: 757.757.664.4529*  
*Via Email: [Martin.Thomas@norfolk.gov](mailto:Martin.Thomas@norfolk.gov)*

**Courtney R. Doyle, Ward 2**  
City Hall, Norfolk  
810 Union Street, Suite 900  
Norfolk, Virginia 23510  
Tel.: 757-664.4268  
*Via First Class Mail*  
*Via Facsimile: 757.757.664.4529*  
*Via Email: [Courtney.Doyle@norfolk.gov](mailto:Courtney.Doyle@norfolk.gov)*

**Mamie B. Johnson, Ward 3**  
City Hall, Norfolk  
810 Union Street, Suite 900  
Norfolk, Virginia 23510  
Tel.: 757-664.4268  
*Via First Class Mail*  
*Via Facsimile: 757.757.664.4529*  
*Via Email: [Mamie.Johnson@norfolk.gov](mailto:Mamie.Johnson@norfolk.gov)*

**Paul R. Riddick, Ward 4**  
City Hall, Norfolk  
810 Union Street, Suite 900  
Norfolk, Virginia 23510  
Tel.: 757-664.4268  
*Via First Class Mail*  
*Via Facsimile: 757.757.664.4529*  
*Via Email: [Paul.Riddick@norfolk.gov](mailto:Paul.Riddick@norfolk.gov)*

**Thomas R. Smigiel, Jr.**  
City Hall, Norfolk  
810 Union Street, Suite 900  
Norfolk, Virginia 23510  
Tel.: 757-664.4293  
*Via First Class Mail*  
*Via Facsimile: 757.757.664.4529*  
*Via Email: [Thomas.Smigiel@norfolk.gov](mailto:Thomas.Smigiel@norfolk.gov)*

**Andria P. McClellan, Superward 6**  
City Hall, Norfolk  
810 Union Street, Suite 900  
Norfolk, Virginia 23510  
Tel.: 757-664.4268  
*Via First Class Mail*  
*Via Facsimile: 757.757.664.4529*  
*Via Email: [Andria.McClellan@norfolk.gov](mailto:Andria.McClellan@norfolk.gov)*

**Danica J. Royster, Superward 7**  
City Hall, Norfolk  
810 Union Street, Suite 900  
Norfolk, Virginia 23510  
Tel.: 757-664.4268  
*Via First Class Mail*  
*Via Facsimile: 757.757.664.4529*  
*Via Email: [Danica.Royster@norfolk.gov](mailto:Danica.Royster@norfolk.gov)*

*P.S. By Copy of This Correspondence to the Following Agencies, We Are Requesting an Investigation (Criminal, Civil, Customs, Patterns and Practices, etc.):*

**Jason Miyares, Virginia Attorney General**  
**Office of the Virginia Attorney General**  
900 East Main Street  
Richmond, Virginia 23219-3548  
*Via First Class Mail*  
*Via Facsimile: 804-786-1991*

**United States Department of Justice**  
ATTN: Investigations Division, 950 Pennsylvania Avenue, N.W.  
Washington, D.C. 20530-0001, Tel.: 202.616.4760  
*Via Facsimile: 202.616.9881*  
*Via First Class Mail, Postage Pre-Paid*

**The Honorable Merrick Garland, Attorney General**  
U.S. Department of Justice  
950 Pennsylvania Avenue, N.W.  
Washington, D.C. 20530-0001  
Tel.: 202.616.4760  
*Via Facsimile: 202.616.9881*  
*Via First Class Mail, Postage Pre-Paid*

**The Honorable Kristen Clark, Assistant Attorney General**

Office of the Assistant Attorney General

ATTN: Civil Rights Division

U.S. Department of Justice

950 Pennsylvania Avenue, N.W.

Washington, D.C. 20530-0001

Tel.: 202.616.4760

*Via Facsimile: 202.616.9881*

*Via First Class Mail, Postage Pre-Paid*

**The Honorable Michael E. Horowitz**

Office of Inspector General

U.S. Department of Justice

950 Pennsylvania Avenue, N.W.

Washington, D.C. 20530-0001

Tel.: 202.616.4760

*Via Facsimile: 202.616.9881*

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