



Municipal Code - Reference Sheet

The El Paso Municipal Code is a collection of laws, regulations, and ordinances enacted by the city's governing body to govern various aspects of city operations, including property damage and injury suits against the city.

Municipal Code, 3.28.010 Property damage and personal injury suits- Notification information required.

The city shall not be liable to any person for injuries suffered to his person or the person of another unless the injured person, or someone on his behalf, shall within ninety days or within six months for good cause shown from the date the damage occurred or the injury was received, give notice in writing to the mayor of the following facts:

- A. The date and time when the damage or injury occurred and the place where the damage occurred or where the injured person was at the time the injury was received;
- B. The nature and extent of the damage or injury together with a specific and detailed statement of how and under what circumstances the injury occurred;
- C. The names of all the persons who according to the knowledge of information of the claimant witnessed the happening of the damage or of injury or any part thereof and the name of the doctors, if any, to whose care the injured person is committed.

Municipal Code, 3.28.020 Wrongful death suits--Notification--Information required.

The city shall not be liable for damages for wrongful death unless the person, or one of the persons, entitled to recover such damages shall, within ninety days or within six months for good cause shown from the date of the injury or accident causing such death, give notice to the mayor substantially as required by Section 3.28.010 in personal injury cases; or unless the person who was injured and died as a result thereof, or someone for him, had given the notice required by Section 3.28.010.

Municipal Code, 3.28.030 Property damage, personal injury suits, and wrongful death suits notification--Swearing to notice required.

The written notice and statement required under Sections 3.28.010 and 3.28.020 shall be sworn to by the person claiming damages or by someone authorized by him to do so on his behalf. Procedures to follow when filing a claim: Provide the information required in Chapter 3.28 Claims Against the City, referenced above, in writing and sign the letter before a Notary Public; and mail letter to the Office of the Mayor, P.O. Box 1890, El Paso, Texas, 79901, with the following attachments:

- i. three property damage estimates,
- ii. photographs of damage, if any,
- iii. accident report, if available,
- iv. photocopy of Certificate of Title of damage vehicle,
- v. photocopy of medical bills, if any, and
- vi. doctor's narrative