

**INSTRUCTIONS FOR FILING A TORT CLAIM WITH THE
OFFICE OF THE ARCHITECT OF THE CAPITOL PURSUANT TO
THE PROVISIONS OF 28 U.S.C. 2671-80**

The Federal Tort Claims Act provides for recovery from the United States under certain circumstances for injury or damage caused by the negligent acts or omissions of employees of the United States acting within the scope of their employment, under circumstances in which the United States, if a private person, would be liable to the injured party under the applicable District of Columbia or State law. To file a claim with the Office of the Architect of the Capitol under the Act, the following procedure should be followed:

1. One copy of Standard Form 95, Claim for Damage, Injury, or Death, should be completed, and all information requested in the form should be supplied.
2. If your claim is for an injury, all elements of the total amount of your claim must be supplied, such as doctor's fees, hospital bills, outpatient costs, etc.
3. If your claim is for damaged property, the value of the property must be documented, or, if the damage can be repaired, two estimates of the costs of repairs from reliable commercial establishments must be submitted. The amount of your claim should be the same as the lower of the estimates submitted.

Your claim will be thoroughly investigated by the Office of General Counsel, which will result in a recommendation to the Architect of the Capitol.

Should it appear that your claim may be compensable under the Act, you will be furnished one copy of Standard Form 1145, Voucher for Payment Under Federal Tort Claims Act, which requires your signature and the date on which you signed the form, and which constitutes a release by you of further claims against the Government in connection with the subject matter of your claim.

Your receipt of this instruction sheet and any forms, and all subsequent correspondence, discussions and negotiations are, of course, mutually without prejudice, all rights being reserved.

Should your claim be approved, it will be processed and forwarded to the Department of the Treasury for payment.

Should the Architect of the Capitol determine that your claim is not compensable under the Act, your claim will be formally denied and you will be advised of your right to appeal such denial.



Peter M. Kushner
General Counsel