1. Any claims against the District by an individual or organization for money or damages, must be presented according to the laws and regulations governing such claims as a prerequisite to filing a lawsuit against the District.

2. Claims that are subject to the requirements of this policy include, but are not limited to, the following:
   a. Claims by public entities: claims by the state or by a state department or agency or by another public entity.
   b. Claims for fees, wages and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.

3. The designated place for service of claims, lawsuits or other types of legal process upon the District is the Chancellor’s Office.