



## **Board Policy No. 606**

### **Small Claims Representatives**

**ADOPTED:** 9/28/88

**RECENT AMENDMENT:** 7/8/20

**SEE ALSO:** N/A

**SUBJECT CATEGORY:** SECTION 600, LEGAL MATTERS

**SUBSECTION:** CLAIMS AND LAWSUITS

**CONTROL DEPARTMENT:** GENERAL COUNSEL

#### **I. PURPOSE**

To authorize the General Manager to appoint non-attorney representatives to act on behalf of the District in Small Claims Courts within the counties the District serves and to provide each said court with formal evidence of such appointment.

#### **II. PERSONS AFFECTED**

Claims and Liability Manager

Senior Claims and Liability Analyst

Claims and Liability Analyst

Authorized Staff of the Third Party Administrator for Workers' Compensation

Anyone acting in one of the above positions

#### **III. POLICY**

The General Manager is authorized to appoint staff, other than an attorney, to represent the Alameda-Contra Costa Transit District (AC Transit) in the Small Claims courts of the counties the District serves. These Representatives will be empowered to institute, prosecute, and defend claims on behalf of the District.

#### **IV. ATTACHMENTS**

None