



Board Policy No. 606
Small Claims Representatives

ADOPTED: 9/28/88
RECENT AMENDMENT: 7/8/20
SEE ALSO: Resolution 17-027

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