

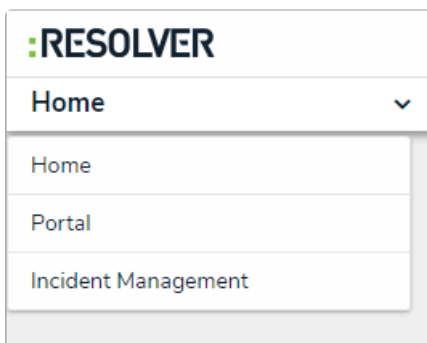
## Review Civil Notice Letter

Last Modified on 09/30/2021 3:25 pm MDT

A generic template for a Civil Notice letter is available from a Person record, and is linked to the Incidents that have resulted in the loss. The request for remuneration can be generated as a PDF for direct printing or sending electronically.

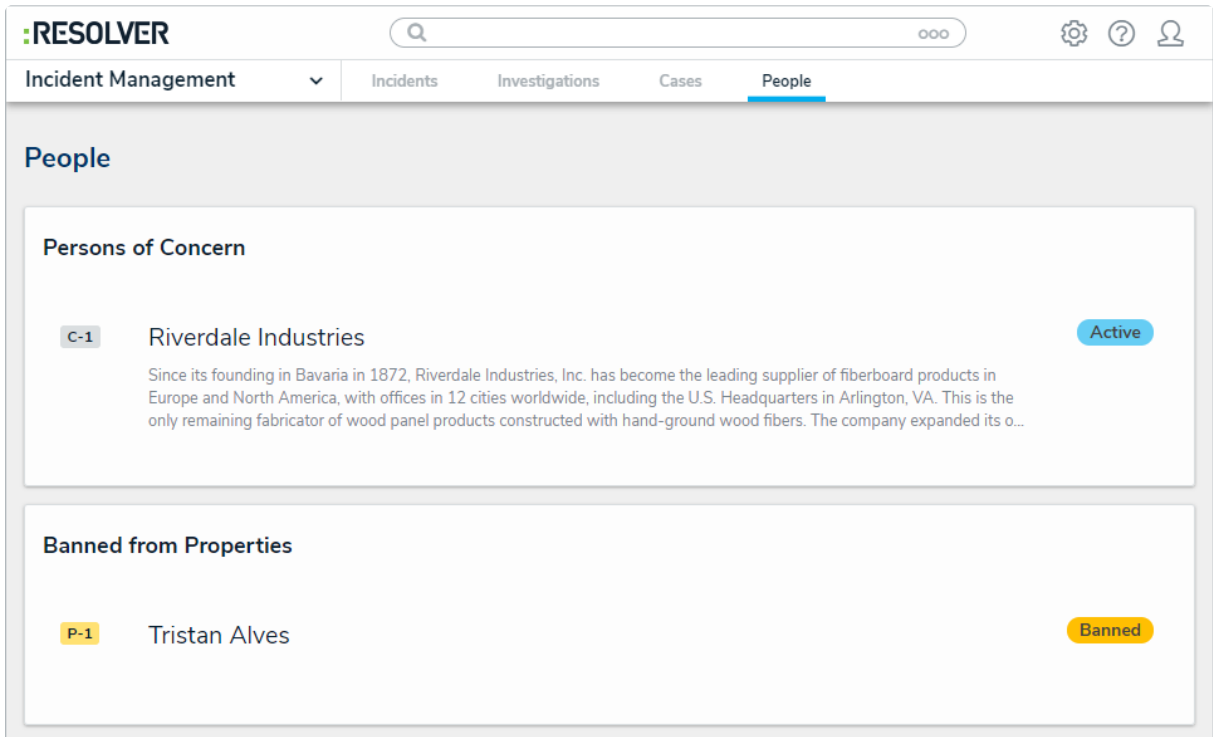
### To review persons of concern:

1. Log into a user account that's been added to the **Incident Owner**, **Incident Supervisor**, or **Incident Investigator** user group.
2. Click the dropdown in the nav bar > **Incident Management**.



*The nav bar.*

3. Navigate to the **People** tab.



*The People tab.*


4. Click a Person record in the **Banned from Properties** or **Involved in Last 30 Days** section to open the **Person Review** form.

Person Status **Banned**

## Tristan Alves

P-1

**Photo**



Date Uploaded: Sep 14, 2021 3:41 PM

**First Name** Tristan

**Last Name** Alves

**Person Type** Employee

**Date of Birth**

**Gender** Male

**Age**

**Email 1** talves0@w3.org

**Phone Number 1** 954-225-8652

**Phone Number 2**

*The Person Review form.*

5. Scroll down to the Incident & Case tab and click Civil Notice to open the Civil Notice letter.

## IM - Civil Notice

Last Updated: Sep 14, 2021 4:23 PM

P-1 Tristan Alves

ACME Inc., 123 Street Ave, Toronto, ON L4Y 6K8

### Notice of Intended Legal Action

Name: **Tristan Alves**  
Date of Birth: **\_Not Specified\_**

This letter is to inform you that ACME Inc. has determined that your actions against the company have resulted in losses estimated to be **\$14,836** over the course of **1** incident(s). You may be held civilly liable for the costs of the losses, the costs associated with expenses of the investigations and/or a civil penalty. This claim is separate from and in addition to any criminal action arising from your misconduct.

If you do not believe that you are the person responsible for the payment of this claim, please notify ACME Inc. within 30 days of receipt of this letter, so that we can obtain verification of the responsible party.

Our legal representatives will contact you with further information and resolution options.

DATE SERVED: \_\_\_\_\_ SIGNED: \_\_\_\_\_

*The Civil Notice letter.*