

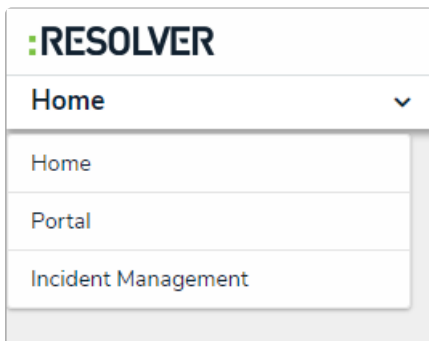
Review Civil Notice Letter

Last Modified on 05/24/2022 5:55 pm EDT

A generic Civil Notice letter template is available from a Person record, 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.

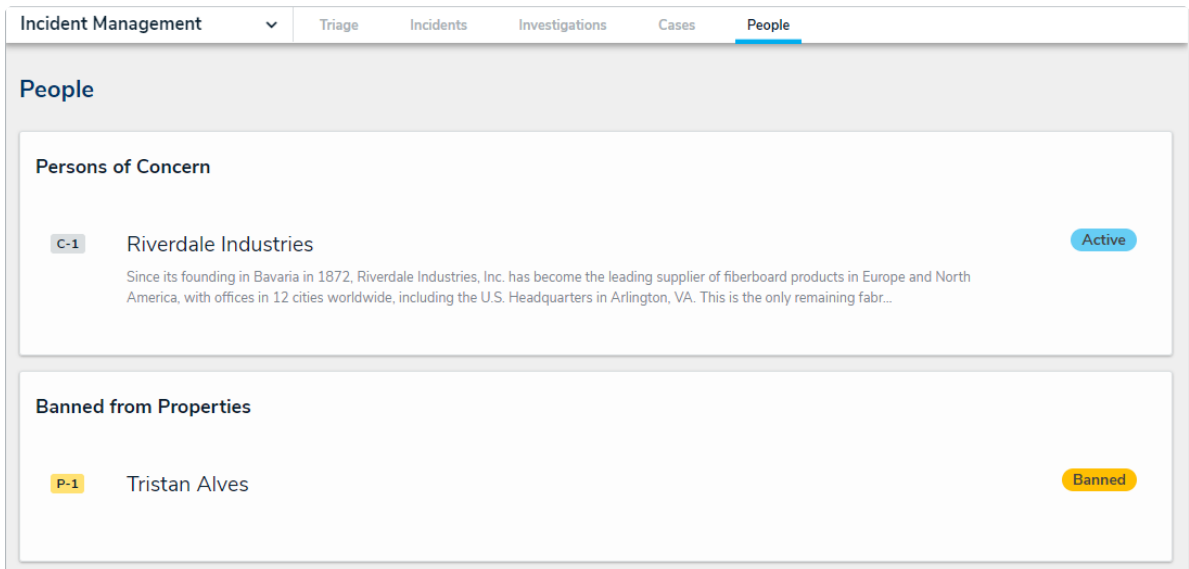
To review a civil notice letter:

1. Log into a user account from 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.


Tristan Alves
P-1
BANNED
...

Details

Relationship Graph

History

Communications



Date Uploaded: Apr 27, 2021 2:54 PM

First Name	Last Name	Middle Name(s)
<input type="text" value="Tristan"/>	<input type="text" value="Alves"/>	<input type="text" value="Lester"/>
Person Type	Gender	Alias
<input type="text" value="Employee"/>	<input type="text" value="Male"/>	<input type="text" value="Dragon"/>
Date of Birth	Age	
<input type="text" value="September 2, 1980"/>	<input type="text" value="41"/>	PERSON REPORT

Intelligence Summary

Current Trespass Orders

1

Identified as a person of interest on

1

Related Incidents

Profile

Incidents & Investigations

BOLOs & Trespass

Related Data

Background

Email 1	Phone Number 1
<input type="text" value="talves0@w3.org"/>	<input type="text" value="954-225-8652"/>
Email 2	Phone Number 2
<input type="text"/>	<input type="text"/>

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

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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.