

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**.

:RESOLVER	
Home	~
Home	
Portal	
Incident Management	
<i>The nav bar.</i>	

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

Incident Ma	anagement v	Triage	Incidents	Investigations	Cases	People	
People							
Persons	of Concern						
C-1	Riverdale Industr	ries				•	Active
	Since its founding in Bava America, with offices in 12	iria in 1872, Rive 2 cities worldwid	rdale Industries, li e, including the U	nc. has become the lea S. Headquarters in Arl	ding supplier of ington, VA. This	fiberboard products in Europe and North is the only remaining fabr	
Banned from Properties							
P-1	Tristan Alves					в	anned
	moun Alves						

- 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.



Trista	n Alves								P-1 BANNED V ***
Details	Relationship Graph	History	Communications						
Photo			First Name		Last Name		Middle Name(s)	Intelligence Sun	nmary
			Tristan		Alves		Lester		Current Trespass Orders
			Person Type		Gender		Alias		
			Employee	~	Male	~	Dragon		1
Date U	ploaded: Apr 27, 2021 2:	54 PM	Date of Birth		Age				
			m Septen	ber 2, 1980 V	41		PERSON REPORT		
	•								Identified as a person of interest on
Profile	Incidents & Investigat	tions BC	OLOs & Trespass	Related Data	Background				_
Email	L			Pho	ne Number 1				1
talve	s0@w3.org			9	54-225-8652				-
Email	2			Pho	one Number 2				
									Related Incidents

- 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							
P-1 Tristan Alves	Last Updated: Sep 14, 2021 4:23 PM						
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 hav \$14,836 over the course of 1 incident(s). You may be held civilly liable for the costs of the losses, the investigations and/or a civil penalty. This claim is separate from and in addition to any criminal action	ve resulted in losses estimated to be costs associated with expenses of the arising from your misconduct.						
If you do not believe that you are the person responsible for the payment of this claim, please notify A letter, so that we can obtain verification of the responsible party.	ACME Inc. within 30 days of receipt of this						
Our legal representatives will contact you with further infomration and resolution options.							
DATE SERVED: SIGNED):						
The Civil Notice letter.							