**CASE CLOSURE REQUEST FORM:** Choose appropriate OGC Section **⏷**

To: Choose appropriate Deputy General Counsel⏷

From:

Through:

Date:

Subject: Case Closure Request

 *Case Style from LCT*, OGC No. xx-xxxx

The District requests the above referenced case be closed: (USE APPROPRIATE SECTION)

**OGC CASE NUMBER ISSUED IN ERROR**

 OGC Case Number was issued in error; case being tracked under OGC Case No. xx-xxxx

 OGC Case Number was issued in error; case not being tracked under another OGC case number

**ENFORCEMENT LITIGATION MATTER**

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| --- |
| All terms and conditions of the Choose one⏷ entered on DATE have been satisfactorily completed. |
|   Compliance without formal enforcement. |
|  District decision not to pursue further enforcement. *Explanation:*INSERT A BRIEF EXPLANATION HERE. |
|   Other. *Explanation:*INSERT A BRIEF EXPLANATION. |

CORRECTIVE ACTIONS (must choose one):

 No corrective actions or restoration are required.

 Corrective actions or restoration completed as required.

ASSESSMENTS: (must choose at least one):

 No monies assessed.  Monies paid in full.

 Costs paid in the amount of $ xx.xx

 Penalties paid in the amount of $ xx.xx

 Lease fees/arrears paid in the amount of $ xx.xx

  Choose one ⏷ project allowed in lieu of civil penalties. *Project description, including status:*

 INSERT A BRIEF DESCRIPTION OF THE PROJECT HERE.

 In-kind or P2 completed at value of $ xx.xx

**ENFORCEMENT PRP ANALYSIS MATTER**

PRP Analysis completed by OGC; No need for further enforcement and no other activity occurring under OGC case number

**NONENFORCEMENT MATTERS (BSRA and INSTITUTIONAL CONTROL DOCUMENT)**

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| --- |
| BSRA  Fully executed  WithdrawnINSERT A BRIEF EXPLANATION HERE IF NEEDED |
|  Institutional Control  Fully executed  WithdrawnINSERT A BRIEF EXPLANATION HERE IF NEEDED |
| Conservation Easement  Fully executed  WithdrawnINSERT A BRIEF EXPLANATION HERE IF NEEDED |