**LEGAL CASE TRACKING SYSTEM** **CASE ENTRY FORM: ENFORCEMENT** \* *Indicates required field*

TO: **Kirk White, Deputy General Counsel**

CC: **Lea Crandall, Agency Clerk**

\* ***This form requests OGC to prepare and/or may be accompanied by:***

 ******

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 ***  ***

\* **FROM:**

\* **DATE:**

\* Has this matter ever been assigned an OGC#? **** **** \* If yes, OGC#

*(If an OGC# was assigned for any reason, please include it here.)*

\* Does this matter involve the State 404 Program? **** **** \* If yes, a program attorney will also be assigned

***The following information is necessary for entry in the Legal Case Tracking System (LCTS****):*

\* Case Name:

 *(The case name should mirror the caption in the enforcement action, e.g. DEP v. \_\_\_\_\_\_\_\_.)*

\* Case Alias:

 *(If you refer to the respondent, defendant, site, or matter in another way, include that here, e.g. Facility Name, etc.)*

\* Responsible Office: Choose one: \* County:

\* District Contact:

\* Program Area: 2nd Program Area:

\* Date Compliance/Enforcement Case Opened by District:

***If available, please include the following information:***

|  |  |
| --- | --- |
| ⏷ Facility/Site ID No. | EPA ID No.  |
|
|
| ⏷ Project No. | SWIFT/FIRST ⏷ Enforcement Tracking Activity No. |

\* ***Link to supporting documentation for NOV:*** *(Only include those documents that are necessary to support the violations in the NOV.)*

***Comments:***