

CIVIL COST RECOVERY ANNUAL REPORT (LE-35)

9058

(No. 7 September, 1991)

The Civil Cost Recovery Annual Report shall be prepared and assembled as part of the Unit Fire Prevention Plan (see [LE-35](#): Civil Cost Recovery).

CIVIL COST RECOVERY REPORT INSTRUCTIONS (LE-35)

9058.1

(No. 7 September, 1991)

REPORTING UNIT: The unit is the lowest level at which this report will be completed. Region and Sacramento may wish to use this form for reporting their cost recovery activity.

REPORT ENDING FEBRUARY 15, 19__: Report will be part of the unit Fire Prevention Plan and must be completed by February 15 each year. The reporting period is January 1 through December 31 each year.

TOTAL NUMBER OF CASES INITIATED: List the total number of cases initiated in the reporting unit and the cumulative dollar amount of those cases.

NUMBER OF CASES SETTLED AT THE LEVEL: List the total number of cases which were brought to a conclusion by the unit and the amount of money these cases represented. This would include cases paid on demand, small claims cases, and negotiated amounts.

NUMBER OF CASES DROPPED: Include number of cases that were dropped at the unit level and the monetary amount represented by these cases.

NUMBER OF CASES PENDING: Include the total number of cases this calendar year and the previous calendar year and their dollar amounts which have not been resolved at the end of the year.

NUMBER OF CASES SENT TO REGION OFFICE FOR COLLECTION: Include all cases above authorized dollar limits (Smalls Claims) that were sent to Region Office.

NUMBER OF CASES FILED AGAINST UTILITY COMPANIES AND RAILROADS: Include the number and amount of cases filed against all utility companies, railroads, electric, etc.

NUMBER OF CASES COLLECTED FROM THE PREVIOUS YEAR (S): List the number of cases and dollar amount of those cases from which payment was received from the previous year(s).

NUMBER OF CRIMINAL COURT-ORDERED RESTITUTION CASES: List the number and dollar amount of all court-ordered restitution cases for current year and previous years (e.g., monthly installments).

COMMENTS: This should include any major cases, any problems encountered, or any suggestions to improve the program at any level.

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