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State Forester

COMMONWEALTH of VIRGINIA

**Department of Forestry**

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Law Enforcement Case Summary  
Table of Contents

Case: \*\*Case Number\*\* Tract: \*\*Tract Number\*\*

1. Case Chronology of Events
2. Logging Complaint (\*\*Date\*\*)
3. Harvest Notification [Form 151] (\*\*Date\*\*)
4. IFRIS Harvest Inspection Report [Form 30] (\*\*Date\*\*)
5. Emergency Special Order [Form 145] with attachments (\*\*Date\*\*)
6. IFRIS Recommendation Incident Report [Form 143] with attachments (\*\*Date\*\*)

Tract Map

Letters and Proof of Mailing (\*\*Date\*\*)

1. IFRIS Harvest Inspection Report [Form 30] (compliance check) (\*\*Date\*\*)
2. IFRIS Harvest Inspection Report [Form 30] (second compliance check, if requested) (\*\*Date\*\*)
3. Offering of an Informal Conference or Formal Hearing (\*\*Date\*\*)
4. Scheduling of an Informal Conference (\*\*Date\*\*)

Letters and Proof of Mailing (\*\*Date\*\*)

1. IFRIS Harvest Inspection Report [Form 30] (water quality situation still exists) (\*\*Date\*\*)
2. Informal Conference Determination (Findings of Fact and Conclusion of Law) (\*\*Date\*\*)
3. Special Order with attachments (\*\*Date\*\*)

Attachments to Emergency Special Order

1. Extension of Special Order (\*\*Date\*\*)

Letters and Proof of Mailing (\*\*Date\*\*)

1. IFRIS Harvest Inspection Report [Form 30] (\*\*Date\*\*)
2. Extension to Special Order (\*\*Date\*\*)

Letters and Proof of Mailing (\*\*Date\*\*)

1. IFRIS Harvest Inspection Report [Form 30] (\*\*Date\*\*)
2. Formal Hearing Notification (\*\*Date\*\*)

Letters and Proof of Mailing (\*\*Date\*\*)

1. Final Order (\*\*Date\*\*)
2. Judgment Notifications (\*\*Date\*\*)
3. Appendix

Overview indicating problem areas (\*\*Date\*\*)

Photos or Video (throughout process at each inspection)(digital date and time, or written on photos)

Weather Data

Civil Penalty Matrix

Misc. Letters/Inspection Forms