

## Plan of Action for Mailing a Criminal Trespass Warning (CTW)

1. Enter the name of the person you are mailing/handing it to:

**Sample: Gale R Burstein, et.al.**

You do not need to enter the name of their agency affiliation.

So, Gale R Burstein, ~~Director of Erie County Health Department~~, can just be listed as **Gale R Burstein, et.al.**

If you list their position title, that is giving legitimacy to a position that they may not actually hold. This is a service from one individual to another. We are all equals in the eyes of the law. Position is irrelevant.

Adding the et.al. following the name, indicates that you are including any other aliases they may have used, as well as other individuals who work in their department.

2. From:

**John M Doe (senders name)**

**1234 Main St**

**Thistown, NY 00000** (Place your own address here. PO boxes are fine as well.)

Please make sure your address is legible. You want them to be able to respond to these charges appropriately.

3. Date: **12/9/20** or whatever the today's date is.
4. Write in your name on the line near the bottom of the page: I, \_\_\_\_\_, am injured...
5. Sign your name at the 'sincerely:'
6. Place today's date
7. Ask a witness to sign. This can be a family member, friend, etc.
8. Make sure all attachments are attached with the cover page, and place into the envelope.
9. Seal the envelope.
10. Write the address of the recipient, in this case Gale R Burstein, on the envelope.
11. Place your own return address in the upper left hand corner.
12. **At the post office, request to mail this package with return receipt requested.** This will cost a few dollars, but it's important to have proof that you mailed this first document. If/when you don't receive a response, you have a case for following up with a default document.
13. Please keep track of all CTW packages sent. We hope to get an excel sheet out to you soon for your records. We'd like to compile these into a master document, so that we can be sure to follow up on each service.
14. Should you actually receive a response from this service, please contact the Biz Owners Group and we'll help you follow up appropriately.
15. As always, contact us if you have any questions. Eric Courtroom Watch – 585-730-9220