

This notice is very important. Please have it translated.

SPANISH - ESPAÑOL | Este es un aviso muy importante. Favor de traducirlo.

PORTUGUESE - PORTUGUÊS | Este aviso é muito importante. Queira mandá-lo traduzir.

FRENCH - FRANÇAIS | Cet avis est très important. Veuillez le faire traduire.

RUSSIAN - РУССКИЙ | Это извещение очень важно. Просим перевести его на Ваш язык.

CHINESE - 中文 | 此通知非常重要。請設法翻譯通知內容。

VIETNAMESE | Thư thông-báo này rất là quan-trọng. Xin vui-lòng nhờ người phiên-dịch thông-báo này.

Date, 2020

File # 20C-XXXX

SAMPLE

Shirley Jackson
Acme Financial Industry
403 Belmont Street
Washington, MA 01024

**CIVIL CITATION AND CIVIL PENALTY
FOR VIOLATION OF A CEASE AND DESIST ORDER
ISSUED TO A BUSINESS NOT ELIGIBLE TO BE OPEN**

The **Name of Local BoH** issues this Civil Citation and Civil Penalty to **Name of Establishment** (Respondent). Respondent has failed to comply with the phased reopening schedule, Schedule A of COVID-19 Order No. 37. Currently, only Phase I and Phase II, Step 1 businesses, organizations, or enterprises can be open if workplace safety rules are followed.

DLS Case Number: 20C-XXXX (use own numbering system)

Name of Business or Organization: **Spell out completely**

Address: **Spell out completely**

Cease and Desist Order Issue Date: **Date CADO issued (if applicable)**

Civil Penalty: \$300.00. (Three hundred dollars)

Payment Due Date: 48 hours from issuance, **June XX, 2020**

Corrective Action Required

The Respondent is ordered to immediately cease and desist all activities until such time that Massachusetts COVID-19 Order No. 37 is rescinded or a subsequent COVID -19 order makes your business eligible to be open. Additional penalties may be issued if proof of compliance is not received by the **Name of LBoH**. Send proof of compliance to the **Name of LBoH** addressed to: **address of LBoH** with “**LBoH File # 20C-XXXX**, Business Name” as the email’s Subject line.

Payment of Civil Penalty

For the violation identified above, the Respondent shall pay to the Commonwealth a civil penalty in the amount of \$**300**. Payment of the civil penalty shall be made by certified check, cashier’s check, or money order payable to the order of the **LBoH**. No other form of payment shall be accepted. Payment of the Civil Penalty shall be made within 48 hours of the date of issuance of this Civil Citation and Penalty or before **Month XX, 2020**. Payment shall be sent to: **LBoH address**.

Appeal Process

A Respondent which believes this Civil Citation and Civil Penalty was issued in error may provide documentation such as photographs, correspondence, or other documentation to demonstrate that the business was closed. Send information to the **LBoH** ombudsman addressed to: **LBoH** with “**LBoH File # 20C-XXXX**, Business Name, Ombudsman Request” as the email’s Subject line.

Failure to pay the Civil Penalty or otherwise fail to comply with the requirements set forth in this Civil Citation and Penalty may result in referral of this action to a debt collection agency and/or submission of this debt to the Massachusetts Attorney General’s Office for further action and other sanctions, consistent with M.G.L. c. 277, § 70C. Furthermore, deductions may be made from other monies you may receive from the Commonwealth to cover any amount due to the **LBoH**.

Civil Citation and Penalty Issued by:

LBoH
Address
eMail
Tel.

Cc: **your choice**