

Florida Department of Law Enforcement

Civil Asset Forfeiture Application Law Enforcement Agency Manual



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Section 1: Getting Started

Pursuant to Section 932.7061, Florida Statutes, every law enforcement agency shall submit an annual report to the Department of Law Enforcement (FDLE) indicating whether the agency has seized or forfeited property under the Florida Contraband Forfeiture Act. The Act requires all law enforcement agencies to submit a report to FDLE by **December 1** of each year indicating whether the agency has seized or forfeited property under the Act and detailing receipts and expenditures of those seizures/forfeitures.

The Civil Asset Forfeiture (CAF) reporting web application was developed to assist you in complying with these statutory requirements.

- To access the CAF reporting web application, login in at <https://web.flcjn.net/forfeiture/>
- For [returning users](#), login using the previously assigned username.
 - If you do not remember your username, contact ForfeitureReports@fdle.state.fl.us.
 - If you have forgotten your password, click the [Forgot Password](#) link.
- For [new users](#), click the [First Time User](#) link to create an account.

FDLE
FLORIDA DEPARTMENT OF
LAW ENFORCEMENT

Civil Asset Forfeiture Reporting

🔒 Login

User ID

Password

Login

[Forgot Password](#) [Change Password](#)

[First Time User](#)

Florida Department of Law Enforcement
Phone: (850) 410-7228 Email: ForfeitureReports@fdle.state.fl.us



All future notices from the FDLE will be sent to the email address listed for the user account.

- First time users will create an account by entering the required information identified below and submitting their request to the FDLE.

First Name:

Last Name:

Title:

Agency: 

Please contact us at [\(850\) 410-7228](tel:8504107228) if you do not see your agency's name in the drop down list.

User - Official Business Mailing Address

Address:

City: Zip:

Phone: Ext:

Fax:

Email:

- A notification will be sent to the FDLE once you complete your registration.



User Registration

Your request has been submitted to the system administrator, you will receive an email once your request has been approved.

-  1) New user registration requests will be processed within 24 hours of receipt during normal business hours (Monday-Friday 8-5pm).
- 2) Multiple users can be registered to one agency.
- 3) Individual accounts are required for multiple application users assigned to one agency.
- 4) All users assigned to one agency will be able to view previous fiscal year reports.
- 5) Any changes made by a user will update the entire annual report that is currently **open**.

Section 2: Account Notification

- You will receive an email notification once your request for a new user account has been approved by the FDLE.

***** THIS IS AUTO GENERATED EMAIL. PLEASE DO-NOT REPLY*****

Hello Test Test,

Your account was generated on Fri Sep 21 11:12:49 EDT 2018 to access the [FORFEITURE - Asset FORFEITURE Reprting](#) system with Florida Department of Law Enforcement. Below is your account information:

Username: **test-tx18**

Password: [Click here to enter new password](#) or copy the following link and paste it to your browser's address line:

https://webtest.flcjn.net/appsecurity/pwd_reset.asp?

[link=https://webtest.myfdle.net/forfeiture/shiroLogin.jsf](https://webtest.myfdle.net/forfeiture/shiroLogin.jsf)

Application Link: <https://webtest.myfdle.net/forfeiture/shiroLogin.jsf>

Please contact FDLE Customer Support (Phone# 850-410-8412) for any technical assistance.

Thanks,



The link to enter a new password will be active for 30 minutes only.

Section 3: Account Password

- Create a password using the required criteria identified on the screen.

Password Reset from Email Confirmation for user Test Test (test-tx18)

- You acknowledged that you wish to reset your password by clicking on the link in the email sent to your email account.
- Enter your new password in the box below.
Then press *Tab* and enter your new password a second time for confirmation.
- As per FDLE new password policy, you will be required to follow the criteria outlined below in choosing your password:

*Not be identical to the username

*Not be identical to the previous ten (10) passwords

*Be at least EIGHT characters in length

Contain characters from **three** of the following **four** categories:

1) English uppercase characters (A through Z)

2) English lowercase characters (a through z)

3) Base 10 digits (0 through 9)

4) Non-alphanumeric characters (!, \$, #, %, etc...)



Change Your Password

New password:

New password again:

© 2001/2017 Florida Department of Law Enforcement

- You will receive confirmation once your password is updated successfully.

Password updated successfully

Password updated successfully

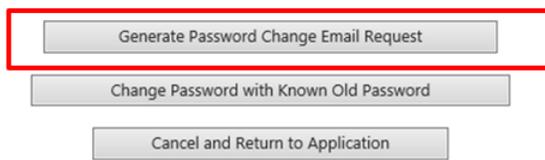
© 2001/2017 Florida Department of Law Enforcement

Section 4: Reset Password

- Once the auto generated email has been sent to the user, if a new password was not created within the allotted timeframe, you will need to select the [Generate Password Change Email Request](#) option to receive a new temporary password.

Password Reset Request Not Found

- Reset request with ticket number QDSODMVCLYDTMIGTBAH could not be found in the user database.
- If you wish to change your password click on the "Generate Password Change Email Request"
- If you know your old password you can click on "Change Password with Known Old Password"

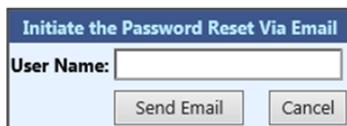


The image shows three buttons stacked vertically. The top button, "Generate Password Change Email Request", is highlighted with a red rectangular border. The middle button is "Change Password with Known Old Password" and the bottom button is "Cancel and Return to Application".

- Enter your user name to reset password for the account.

Password Reset via Email

- To reset your password via email, enter your user name below and click "Send Email"
- The security system will send an email to the registered email address for that user name
- The email will have a clickable link that will open your web browser and allow you to change your password
- If you submit this form, but do not receive an email, please contact your application's access administrator to have your password changed, and to check that the registered email address for your user name is correct.



The image shows a form titled "Initiate the Password Reset Via Email". It contains a text input field labeled "User Name:" and two buttons: "Send Email" and "Cancel".

- You will receive confirmation once your password reset email was sent successfully.

Password Reset via Email

- The email has been sent, and you should receive it within a few minutes.
- Close this browser tab or window, and wait for the email to arrive.
- The email will contain a link which will open your browser and direct you to a page where you can change your password.
- If you do not receive an email, please contact your application's access administrator to have your password changed, and to check that the registered email address for your user name is correct.

Done, Close this Tab or Window.

- You will receive an email notification with a new link to enter a new password.

Hello Elizabeth Test Kamerick,

Someone has requested that the password for the FDLE Web Application account **testkamerick-ex** be reset. If you were not this person, then please reply to this email message immediately to let our system administrators know of the problem.

FDLE will **NEVER** e-mail you or call you asking for your password or other sensitive information. **NEVER** share your password with anyone or send your password in an e-mail.

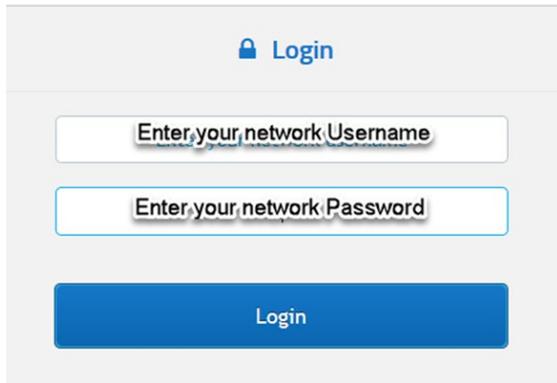
If you receive an unsolicited email or phone call asking for your password, ignore the request and notify your FDLE system administrator or the FDLE Customer Support Center at 1-800-292-3242.

If you did place the request, please click the link below in order to continue the password reset process. The following links are set to expire within **30** minutes.

[Click here to enter new password](#)

Section 5: Accessing Your Account

- Login into the CAF application at <https://web.flcjn.net/forfeiture/>



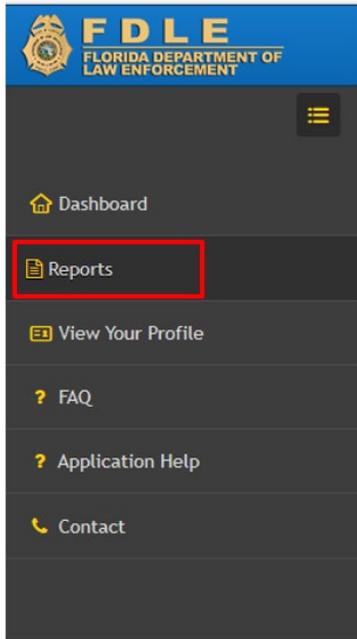
The screenshot shows a login interface for the CAF application. At the top, there is a blue padlock icon followed by the text "Login". Below this, there are two input fields: the first is labeled "Enter your network Username" and the second is labeled "Enter your network Password". At the bottom of the form is a blue button with the text "Login".



If the information is not displaying correctly on the screen, make sure you are using the latest version of Internet Explorer or Google Chrome.

Section 6: Accessing Prior Report Cycles

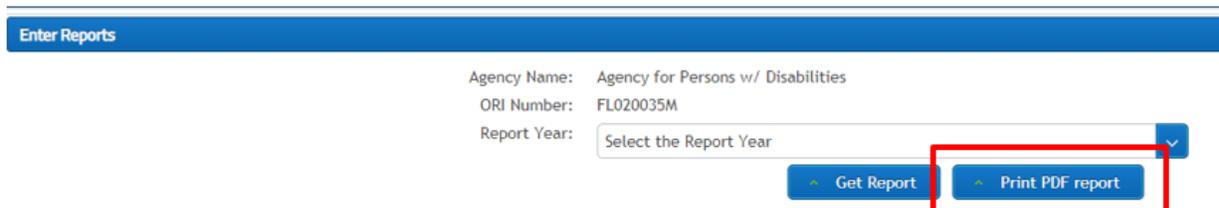
- Select Reports option from the left menu.



- To view data for **prior** reporting fiscal years, select the appropriate **Report Year** by clicking the drop-down menu

The image shows the 'Enter Reports' form. It has a blue header with the text 'Enter Reports'. Below the header, there are three fields: 'Agency Name: Belle Isle Police Department', 'ORI Number: FL0489300', and 'Report Year: Select the Report Year'. The 'Report Year' field is a dropdown menu that is currently open, showing three options: 'Select the Report Year', '2016 - 2017 - Submitted', and '2017 - 2018 - Submitted'. The dropdown arrow is highlighted with a red box.

- To generate a printable copy of the report click **Print PDF Report**.

The image shows the 'Enter Reports' form. It has a blue header with the text 'Enter Reports'. Below the header, there are three fields: 'Agency Name: Agency for Persons w/ Disabilities', 'ORI Number: FL020035M', and 'Report Year: Select the Report Year'. Below the 'Report Year' field, there are two buttons: 'Get Report' and 'Print PDF report'. The 'Print PDF report' button is highlighted with a red box.

Section 7: Accessing Current Report Cycle

- To enter data for the **current** reporting fiscal year, select the appropriate **Report Year** by clicking the drop-down menu

The screenshot shows the 'Enter Reports' form with the following fields:

- Agency Name: Belle Isle Police Department
- ORI Number: FL0489300
- Report Year: Select the Report Year (dropdown menu)

The dropdown menu is open, showing the following options:

- Select the Report Year
- 2016 - 2017 - Submitted
- 2017 - 2018 - Submitted
- Current (2018 - 2019) - Open

A red box highlights the dropdown arrow icon.

- Click **Get Report** to enter data for the current reporting cycle.

The screenshot shows the 'Enter Reports' form with the following fields:

- Agency Name: Agency for Persons w/ Disabilities
- ORI Number: FL020035M
- Report Year: Select the Report Year (dropdown menu)

Below the Report Year field, there are two buttons: **Get Report** and **Print PDF report**. A red box highlights the **Get Report** button.



In order to progress through the six sections, you will be required to enter the mandatory data.



Section 8: Financial Report Data

- Enter in the agency information.
 - Note: Agency name, type and ORI number is prepopulated.
- Select the appropriate **Attestation** statement for the current reporting cycle.
- Click **Next** after all mandatory information has been entered.

The screenshot shows a web form titled "Financial Report". The form includes several input fields: Agency Name, Agency Type, ORI Number, Address, City, Zip, Contact Person Name, Title of Contact Person, Phone, Email, Total Agency Budget, and Reporting Fiscal Year End Date. A red box highlights the Agency Name, Agency Type, Address, City, Zip, Contact Person Name, Title of Contact Person, Phone, and Email fields. Another red box highlights the City and Zip fields. A third red box highlights the Email field. A fourth red box highlights the "Next" button at the bottom right. The "Attestation" section has two radio button options, with the first one selected. The "Save" button is also visible at the bottom.



- 1) All fields are alpha-numeric only. Please **do not** enter special characters.
- 2) Enter in the **Total Agency Budget**. The agency budget does not include the budget for the entire county or city.
- 3) The **Reporting Fiscal Year End** refers to the date your prior fiscal year closed.

- For the agencies with **NO** seized or forfeited property for the fiscal year, you will automatically progress to the **Submission** section. Skip to Section 17 of the manual for further instructions.

- The following additional questions will automatically populate for the agencies that answered **YES** to one or more of the following to report:
 - Seized or forfeiture property
 - Agency Expenses
 - Donations to charity
 - Interest income
 - Cases with forfeiture outcome pending from previous fiscal year

- Additional screens will populate depending on responses to the following questions:

Did you receive Forfeiture Funds? Yes. No.

Did you expend Forfeiture Funds? Yes. No.

Did you have other Law Enforcement Expenditures? Yes. No.

Do you have seizure and forfeiture actions to report? Yes. No.

- If you select **Yes** to the question “*Did you receive Forfeiture Funds?*” the following screen will appear.

Florida Contraband Forfeiture Funds Received	
From Direct Forfeitures	<input type="text"/>
Interest Income	<input type="text"/>
From Other Agencies (complete Table A)	\$0.00
Total Forfeiture Funds Received	\$0.00

Total Funds	\$0.00						
Forfeiture Program	<input type="text" value="Did Not Donate"/> <input type="button" value="Add"/>						
<table border="1"> <thead> <tr> <th>Program Name</th> <th>Amount Donated</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td colspan="3">No amount donated based on Forfeiture Program.</td> </tr> </tbody> </table>		Program Name	Amount Donated	Delete	No amount donated based on Forfeiture Program.		
Program Name	Amount Donated	Delete					
No amount donated based on Forfeiture Program.							
Amount Donated	\$0.00						
Description	<input type="text" value="Description"/>						
Comments	<input type="text" value="Comments"/> <small>2000 characters remaining.</small>						



Per 932.7055(5)(c)3, Florida Statute (F.S.), any local law enforcement agency that acquires at least \$15,000 pursuant to the Florida Contraband Forfeiture Act within a fiscal year must expend or donate no less than 25 percent of such proceeds for the support or operation of any **drug treatment, drug abuse education, drug prevention, crime prevention, safe neighborhood, or school resource officer program or programs**. The local law enforcement agency has the discretion to determine which program or programs will receive the designated proceeds.

- Click the drop-down menu to select the appropriate **Forfeiture Program** that received the forfeiture funds.
- Select **Add** to enter the total **Amount Donated** by category type.
- Click the **Save** button to add more programs.

Total Funds \$26,407.00

Forfeiture Program ▼ Add

Program Name	Amount Donated	Delete
Drug Treatment	<input type="text" value="\$850.00"/>	✖

Amount Donated \$850.00

Description

Comments

1955 characters remaining.



Total Funds \$26,407.00

Forfeiture Program ▼ Add

Program Name	Amount Donated	Delete
Drug Treatment	<input type="text" value="\$850.00"/>	✖
Drug Prevention	<input type="text" value="\$1,400.00"/>	✖
Crime Prevention	<input type="text" value="\$500.00"/>	✖

Amount Donated \$2,750.00

Description

Comments

1979 characters remaining.



While multiple **Forfeiture Program** entries can be entered indicating the total **Amount Donated** by program, note that the **Amount Donated Description and/or Comment** fields should be used to capture all information regarding the individual donations by program area.

- If you select **Yes** to the question “*Did you expend Forfeiture Funds?*” the following screen will appear.

Florida Contraband Forfeiture Funds Expended	
Drug treatment, Drug abuse education, Drug prevention, Crime prevention, Safe neighborhood, or School resource officer program or programs	<input type="text"/>
Matching Funds for Federal Grants	<input type="text"/>
Protracted or complex investigation cost defrayment	<input type="text"/>
Additional equipment or expertise	<input type="text"/>
Automated external defibrillators for law enforcement vehicles	<input type="text"/>
Transferred to other law enforcement agency (complete Table B)	\$0.00
Other law enforcement expenditures (complete Table C)	\$0.00
Total Forfeiture Funds Expended	\$0.00



To navigate to the next section, click the **Next** button.

Your work will save automatically.

Section 9: Table A – Funds Received from Other Agencies

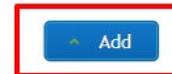
- Click [Add](#) to enter information.

Table A: Forfeited Funds Received from other Agencies	
Transferring Agency Name	Amount
Leon County Sheriff Office	\$2,000.00
Orlando Police Department	\$500.00

(1 of 1) [Navigation icons] 1 [Page size dropdown: 10] [Export]

Total Funds Received from other Agencies : \$2,500.00

*Select an agency and right click to update/delete.



- To edit or delete a previous entry, select the agency name and right click to select the appropriate action.

Table A: Forfeited Funds Received from other Agencies	
Transferring Agency Name	
Leon County Sheriff Office	<div style="border: 1px solid red; padding: 5px;">↗ Update ✖ Delete</div>
Orlando Police Department	

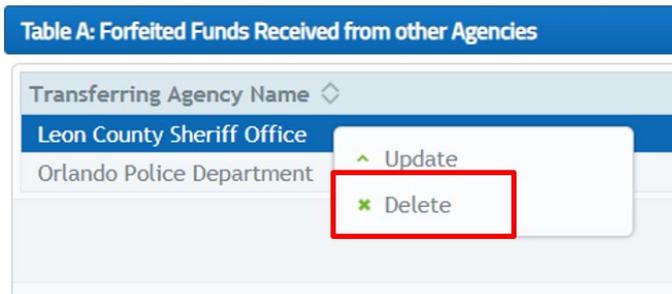
Update Record:

- Select the [Update](#) option. The information entered for the agency will populate on the screen. Once the edits are complete, select [Update](#) to confirm the revision to the record.

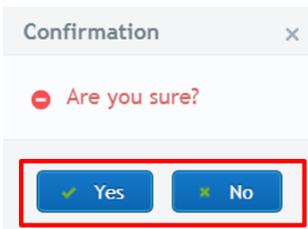
Update Forfeited Funds Received from other Agencies	
Transferring Agency Name:	<input type="text" value="Leon County Sheriff Office"/>
Amount:	<input type="text" value="\$2,000.00"/>
	<div style="border: 1px solid red; padding: 5px;">↗ Update</div>

Delete Record:

- Select the [Delete](#) option to remove a previous entry.



- A confirmation statement will populate on the screen prior to the record being deleted. Choose the appropriate action.



To navigate to the next section, click the [Next](#) button.

Your work will save automatically.

Section 10: Table B – Transfers to Other Agencies

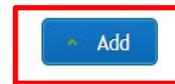
- Click [Add](#) to enter information.

Table B: Transfers to Other Law Enforcement Agencies	
Receiving Agency Name ^	Amount ◇
Santa Rosa County Sheriff Office	\$12,000.00

(1 of 1) [Navigation icons] 1 [Dropdown: 10] [Export]

Total Funds Transferred to other Agencies : \$12,000.00

*Select an agency and right click to update/delete.



- To edit a previous entry right click on the entry to modify and select Update.

Table B: Transfers to Other Law Enforcement Agencies	
Receiving Agency Name ^	Amount ◇
Santa Rosa County Sheriff Office	\$12,000.00

[Context menu: Update, Delete]

(1 of 1) [Navigation icons] 1 [Dropdown: 10] [Export]

Total Funds Transferred to other Agencies : \$12,000.00

*Select an agency and right click to update/delete.



- Once you have made your edits click [Update](#).

Transfers to Other Agencies

Receiving Agency Name: Alachua County Sheriff's Office - FL0010000

Or

Receiving Agency Name

Amount: \$700.00

[Update button]

- To delete a previous entry right click on the entry to modify and select [Delete](#).

Table B: Transfers to Other Law Enforcement Agencies	
Receiving Agency Name ^	Amount ◇
Santa Rosa County Sheriff Office	\$12,000.00

Total Funds Transferred to other Agencies : \$12,000.00

*Select an agency and right click to update/delete.

[Add](#)

- A confirmation statement will populate on the screen prior to the record being deleted. Choose the appropriate action.

Confirmation x

- Are you sure?

✔ Yes
✘ No



To navigate to the next section, click the [Next](#) button.

Your work will save automatically.

Section 11: Table C – Other Expenditures

- Click [Add](#) to enter information.

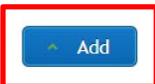
Table C: Other Law Enforcement Expenditures

Category 	Other law enforcement purposes 	Description(Other) 
No other law enforcement expenditures		

(1 of 1)   10  (Exporters)

Total Other Non-Categorized Expenditures : \$0.00

*Select an expenditure and right click to update/delete.



- Click the drop-down menu to select the appropriate [Expenditures Category](#).

Other Law Enforcement Expenditures

Expenditure categories: 

Amount:

- Expenditure category
- Lien payment
- Cost of storage, maintenance, and/or security of forfeited property
- Forfeiture proceeding-related court costs
- Other law enforcement purposes

- Click the drop-down menu to select additional categories under the “*Other Law Enforcement Purposes*” section.

Other Law Enforcement Expenditures

Expenditure categories: Other law enforcement purposes

Other Law Enforcement Purposes: Expenditure category

Amount: Expenditure category

- Defraying the cost of protracted or complex investigations
- Additional equipment or expertise
- Automated external defibrillators for use in law enforcement vehicles
- Matching funds for federal grants
- Transfer
- Settlement
- Other



If you have already provided information for the following categories you will not need to reenter the information:

- Defraying the cost of protracted or complex investigations
- Additional equipment or expertise
- Automated external defibrillators for use in law enforcement vehicles
- Matching funds for federal grants
- Transfers not previously listed on Table B

- Click “Other” if none of the options available are appropriate The “Description of Expenditure” field will automatically populate on the screen.
- Identify how the funds were expended.

Expenditure categories: Other law enforcement purposes

Other Law Enforcement Purposes: Other

Description of Expenditure:

200 characters remaining.

Description of Expenditure is mandatory.

Amount: \$2,000.00

Update

- To edit a previous entry right click on the field you wish to modify and select Update.

Table C: Other Law Enforcement Expenditures

Category	Other law enforcement purposes	Description(Other)
Lien payment		
Crime prevention		

(1 of 1) [Navigation icons] 10 [Exporters]

Total Other Non-Categorized Expenditures : \$2,500.00

*Select an expenditure and right click to update/delete.

Add

- Click Update once the edits are complete.

Other Law Enforcement Expenditures

Expenditure categories: Lien payment

Amount: \$850.00

Update

- To delete a previous entry right click on the field you wish to modify and select [Delete](#).

Table C: Other Law Enforcement Expenditures	
Category	Other law enforcement p
Lien payment	
Other law enforcement purposes	

^ Update

* Delete

- A confirmation statement will populate on the screen prior to the record being deleted. Choose the appropriate action.

Confirmation ×

Are you sure?

Yes No



To navigate to the next section, click the [Next](#) button.

Your work will save automatically.

Section 16: Seizure - Forfeiture Actions

- If you had **pending** forfeiture actions that were listed on a previous fiscal year report, select the **Transfer Pending Actions from Previous Fiscal Year** button and that information will automatically populate so that you can update the record.

The screenshot shows a progress bar at the top with six steps: 1. Financial Report, 2. Funds Received from Other Agencies (Table A), 3. Transfers to Other Agencies (Table B), 4. Other Expenditures (Table C), 5. Seizure-Forfeiture Actions (highlighted), and 6. Submission. Below the progress bar is a blue header for 'Seizure-Forfeiture Actions'. A note states: 'Each asset seized or forfeited under the same case number must be listed separately. For example, if four (4) cars, a boat, and jewelry are seized, each item must be entered separately for a total of six assets.' Below this is a table with columns: Court Case Number, Agency Case Number, Asset Type, Approximate Value, Primary Type of Offense, Seizure Date, and Forfeiture Action Outcome. The table content is 'No Transferring Agencies'. Below the table are navigation controls: '(1 of 1)', left and right arrows, a dropdown menu set to '10', and '(Exporters)'. A red asterisk note says '* Select a seizure forfeiture action and right click to view/update/delete.' Below this note are two buttons: 'Transfer pending actions from previous fiscal year' (highlighted with a red box) and 'Add'. A 'Back' button is at the bottom left.

- Click **Add** to enter new seizure-forfeiture actions.

This screenshot is identical to the one above, showing the 'Seizure-Forfeiture Actions' interface. The 'Transfer pending actions from previous fiscal year' button is still highlighted with a red box. In this view, the 'Add' button to its right is also highlighted with a red box.



- 1) Each asset seized or forfeited under the same case number must be listed separately.
For example:
If you have four (4) cars, a boat, and a watch seized each item must be entered separately for a total of six assets associated with one case number.
- 2) If the asset was seized during the reporting period but the outcome of the seizure is pending, complete all sections except Forfeiture Date and Disposition of Asset.
- 3) If the asset was forfeited during the reporting period but the seizure was completed in a prior fiscal year, enter date of seizure.
- 4) Agencies should only include seizure/forfeiture data for items seized pursuant to the Florida Contraband Forfeiture Act.
- 5) Items that are seized only as evidence should not be included even if they are later turned over to the agency as part of a plea or settlement agreement.

Enter the following information:

1. **Court Case Number** - The court case number associated with the asset seized or forfeited under the Florida Contraband Forfeiture Act. If you do not have a court case number leave blank.
2. **Agency Case Number** - The agency case number associated with the asset seized or forfeited under the Florida Contraband Forfeiture Act
3. **Asset Type** - Type of asset seized/forfeited. Choose one of the following from the drop-down menu (click in the box for the list to appear):
 - **Conveyance** - any motorized or non-motorized vehicle used to facilitate transportation including, but not limited to, car, truck, motor home, bicycle, airplane, boat, etc.
 - **Currency**
 - **Personal Property** – any personal property other than conveyances; including, but not limited to, jewelry, equipment, computers, weapons, etc.
 - **Real Property** – land and buildings
 - **Other**
4. **Description of Asset Type** - Enter a brief description of the property seized or forfeited.
5. **Approximate Value** - Estimated value of the property. This should correspond to the fair market value placed on the asset when seized.
6. **Primary Type of Offense** - The type of offense associated with the asset seized or forfeited under the Florida Contraband Forfeiture Act. Choose the primary type of offense from the drop-down menu.
7. **Primary Offense Charge** - Enter statute number and subsection of primary offense.
8. **Seizure Date** - Enter the date the seizure occurred (mm/dd/yyyy)
9. **Forfeiture Action Outcome** - Choose the appropriate action outcome from the drop-down menu.
10. **Forfeiture Date** - Enter the date the forfeiture was granted, dismissed or settled (mm/dd/yyyy)
11. **Disposition of Asset** - Choose the appropriate disposition of asset from the drop-down menu.
12. **Description for Disposition of Asset** – Provide a Brief description of the disposition of forfeited asset.
13. **Actual Value of Asset** – Enter the value of the item. This may be different from the estimated value for items. For example a vehicle listed as outcome pending last year with an estimated value of \$18,000 may have been forfeited this year and sold at auction for \$12,500. The actual value of the truck would \$12,500. This field will not be visible for items with an outcome listed as pending.

Add Seizure-Forfeiture Action

Court Case Number: Agency Case Number: F

Asset Type: Asset Type Description:
500 characters remaining.

Approximate Value: Primary Type of Offense: Primary Offense Charge:
500 characters remaining.

Seizure Date (mm/dd/yyyy): Forfeiture Date (mm/dd/yyyy):

Forfeiture Action Outcome: Forfeiture Date (mm/dd/yyyy):

Disposition of Asset: Description for Disposition of Asset:
500 characters remaining.

Actual Value of the Forfeited Asset:

For **Asset Type**: Conveyance (vehicles, vessels, aircraft, etc.)

- The make and model fields will automatically populate on the screen. This information is mandatory for conveyances.

Asset Type: Asset Type Description:
500 characters remaining.

Make: Model:



Each item seized or forfeited under the same case number must be entered separately.

For the **Forfeiture Action Outcome**: All selections other than Pending have mandatory fields.

- The Forfeiture Date and Description for Disposition of Asset fields are mandatory.

The screenshot shows a web form with the following fields and error messages:

- Seizure Date (mm/dd/yyyy):** 01/07/2019
- Forfeiture Action Outcome:** Negotiated Settlement (highlighted with a red box)
- Disposition of Asset:** Retained for the agency's use
- Forfeiture Date (mm/dd/yyyy):** Forfeiture Date (Error: Forfeiture Date is mandatory.)
- Description for Disposition of Asset:** (Error: Description for Disposition of Asset is mandatory.)
- Actual Value of the Forfeited Asset:** Actual Value (Error: Actual Value of the Forfeited Asset is mandatory.)

500 characters remaining. (next to Forfeiture Date field)

500 characters remaining. (next to Description for Disposition of Asset field)

Submit

- Once you have entered your information you must click Save to retain the record.

Add Seizure-Forfeiture Action

Court Case Number:	<input type="text" value="256"/>	Agency Case Number:	<input type="text" value="505"/>
Asset Type:	<input type="text" value="Currency"/> ▼	Asset Type Description:	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> 500 characters remaining.
Approximate Value:	<input type="text" value="\$1,000.00"/>	Primary Offense Charge:	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> 500 characters remaining.
Primary Type of Offense:	<input type="text" value="Chapter 796 - Prostitution"/> ▼		
Seizure Date (mm/dd/yyyy):	<input type="text" value="09/01/2018"/>		
Forfeiture Action Outcome:	<input type="text" value="Pending"/> ▼	Description for Disposition of Asset:	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> 500 characters remaining.
Disposition of Asset:	<input type="text" value="Pending"/> ▼		





To navigate to the next section, click the [Next](#) button.

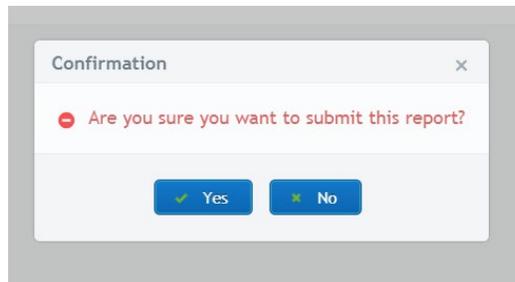
Your work will save automatically.

Section 17: Report Submission

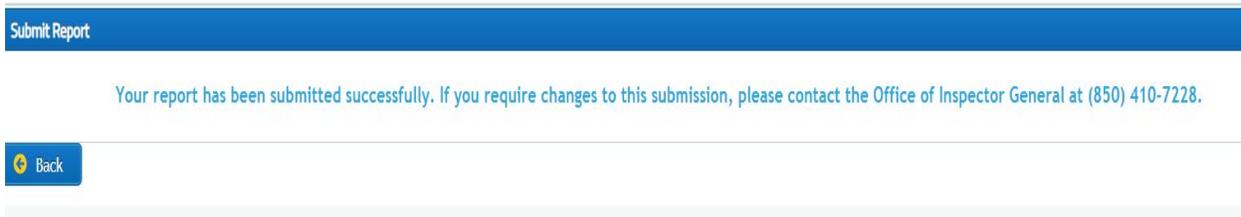
- Click on [Submission Report](#) to submit your annual report to FDLE.



- A confirmation statement will display on the screen prior to submitting your report. Select the **Yes** response if you the report is ready for official submission.



- You will receive confirmation once your report has been submitted successfully.



The report submission date and time will appear at the top of your computer display screen in Table 1 – Financial Report section of the report.