**standard 4**

care and management of the respondent

**guidance for indicator 4.3**

**4.3G Template 1: Tabular Summary for Cases of Delicta Reservata**

|  |  |
| --- | --- |
| **DIOCESE/INSTITUTE OF INCARDINATION** |  |
| **CHURCH *SUI IURIS*** (if Eastern) |  |
| **ORDINARY** |  |
| **CDF PROT. N°** (if known) |  |
| **CLERIC’S FULL SURNAME(S)** |  |
| **CLERIC’S FULL FIRST NAME(S)** |  |
| **OFFICIAL I.D.** (photocopy if available) |  |

**PDate of Birth s**

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| **SIGNIFICANT DATES OF THE CLERIC** |
|  |  | **Diaconal Ordination** |  |  |  |
| **erpetual Vow** |  | **Priestly Ordination** |  | **in Minis** |  |
|  |
| **POSSIBLE PREVIOUS PLACES OF INCARDINATION** |  |
| **MINISTRY OUTSIDE OF DIOCESE/INSTITUTE OF INCARDINATION** |  |
| **CLERIC’S CURRENT ADDRESS** |  |
| **ADVOCATE/PROCURATOR** (signed copy of mandate) |  |
| **ADVOCATE/PROCURATOR’S ADDRESS** |  |
|  |
| **MINISTRY** |
| **Year(s)** | **Parish/Organization** | **Place** | **Appointment/Responsibility** |
|  |  |  |  |
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|  |  |  |  |
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| **ACCUSATION(S) OF *DELICTA RESERVATA* AGAINST THE CLERIC** |
| **Date of alleged****delict(s)** | **Name and surname****of alleged victim** | **Date of Birth** | **Place, frequency, and details of****alleged delict(s)** | **Identity of person****bringing allegation(s) & date of denunciation to ecclesiastical authority** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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| **OTHER PROBLEMATIC BEHAVIOUR/OTHER ACCUSATIONS** |
| **Year(s)** | **Description** |
|  |  |
|  |  |
|  |  |
|  |
| **CIVIL PROCEEDINGS AGAINST THE CLERIC** |
| **Year** | **Type** | **Outcome of civil proceedings/Sentence** (photocopy if possible) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |
| **MEASURES ADOPTED BY ECCLESIASTICAL AUTHORITY** |
| **Year(s)** | **Description** |
|  |  |
|  |  |
|  |  |
|  |
| **CLERIC’S REMUNERATION** |
|  |

**Years Age**

**try**

|  |
| --- |
| **CLERIC’S RESPONSE TO ACCUSATION(S)** |
| **Year** | **Response** (Admission, denial, refusal to cooperate, etc.) |
|  |  |
|  |  |
|  |  |
|  |
| **ORDINARY’S OPINION/*VOTUM*** |
| **Date** |

In regions where there is no surname, please indicate the name of the cleric’s father.

This Tabular Summary is intended to be a guide to summarize the case and does not replace the acts of the preliminary investigation. Please include the Summary along with the acts of the investigation.

If possible, also send the Summary in Word format to: disciplinaryoffice@cfaith.va