

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Remimeo
Students

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ISSUE II

TECH DIVISION
QUAL DIVISION
STUDENTS

SUMMARY REPORT

In order to expedite the handling and review of case folders and in order to teach Auditors how to quickly and concisely analyze and report on a case, the following is the summary form to be used:

1. The date of the summary report is in the upper right hand corner.
2. On the top line is PC: _____ AUDITOR: _____
The preclear's name is written in and underscored and the auditor's name is written in and underscored.
3. Indent for the beginning paragraph and write the following:

PROCESS RUN: TA: TIME:

The above will be printed in BLOCK letters. The auditor gives the process run, the total tone arm action for the session and the length of the session in hours and minutes.
4. Indent again for the next paragraph and write the following:

GOALS & GAINS:

The auditor should now note whether the preclear made his goals and gains for the session or whether the goals and gains were sour. Any highly unrealistic goal should be noted down by the auditor also.
5. Indent for the next paragraph and write the following:

ASPECTS OF RUNNING PROCESS:

Here write down briefly what the preclear was doing in the session. Do not write opinions with regard to what was happening or how the preclear was running the process. Here we are interested in the aspects of the case in relationship to the process or processes being run.
We are interested in the following:
 - How the preclear is doing on the process in relation to what is being run.
 - Any signs indicating whether or not the process is near to the desired flat point or the desired flat point.
 - Emotional tone of the preclear and whether this improved.
 - Discharges of misemotion.
 - Absence or appearance of communication lags.
 - Preclear appearance.
 - Any difficulty in session.
 - Whether or not the preclear is cogniting.
 - General needle behaviour.
 - Somatics turning on and blowing.
6. Indent for the next paragraph and write the following:

ETHICS REPORT:

Here you must note any action you have taken as regards reports to Ethics. So far any Ethics report has been undertaken for the auditor, when it is the auditor's responsibility to turn in an Ethics report on anyone invalidating or suppressing your preclear's auditing and on your preclear if you find your preclear to be engaging in any action which requires reporting. Further, if you think your preclear may be a Potential Trouble Source or a Suppressive person, you must ask for this to be reviewed by the Case Officer in the Department of Review.

7. Indent for the next paragraph and write the following:

SUGGEST:

Here briefly suggest what is required - the process to be continued, the next process to be run, or the preclear to be reviewed by the Case Officer.

This summary should be done for the auditing session given the preclear for the day and put in front of the preclear's folder, but not stapled to the auditing report form or worksheets. Two sessions in one day calls for only one summary report with the TA and data of each session. It should be LEGIBLE and READABLE. If an auditor's handwriting is poor, it should be printed out by the auditor.

Writing the reports should only take the auditor about 15 minutes to do at the most. Having just audited the preclear, you should quite easily fill the report out. Do these reports on the proper paper for the Division, 8 x 10 and leave enough space for directions to be given.

L. RON HUBBARD

LRH:mh
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