

Notice

[CC-2004-022]

June 04, 2004

Subject: Tracking of Tax Court Documents **Cancel Date:** Upon incorporation into CCDM

Purpose

This Notice announces new procedures regarding the transmission of Tax Court documents to field offices. Commencing in May 2004, the Docket, Records, and User Fee Branch (Legal Processing Division) began e-mailing UPS tracking information electronically to field offices.

Background

The Docket, Records, and User Fee Branch receives documents daily on behalf of the Office of Chief Counsel from the Tax Court. Upon receipt, the branch sends these documents to field offices via UPS. Branch personnel sort and package the documents by location, then enter tracking information on the UPS website. Under prior procedures, if a field office did not receive a document, the office contacted the Docket, Records, and User Fee Branch, who then checked their records and the UPS website (http://www.ups.com/WebTracking/reference?loc=en_US) to determine the status of the UPS package containing the document.

New Procedures

New procedures have been adopted that permit field offices to track the UPS packages directly. Once branch personnel have entered the tracking information on the UPS website, the UPS website will automatically send an e-mail containing tracking information to the local office receiving the package. For each office location, an electronic mailbox has been set up to receive e-mails containing UPS tracking information. The mailbox for each location is named "&TCDocket-(location)." For example, the mailbox for Atlanta is named "&TCDocket-Atlanta." The list of mailboxes and associated locations is set forth on Attachment I.

Filing Instructions: Binder _____

NO: Circulate ___ Distribute X to: All Personnel X Attorneys ___ In: _____

Other _____

Electronic Filename: CC-2004-022.pdf Original signed copy in: CC:FM:PM:P

Currently, the CATS operators and managers at each location have been granted access to the mailbox for their location. Additional personnel may be added to the access list for each location at the discretion of the manager at that location. Those granted access may add this mailbox to the list of mailboxes viewable on the Folder List in Microsoft Outlook by following these procedures.

1. On the **Tools** menu, click **E-Mail Accounts**.
2. Click **View or change existing e-mail accounts**, and then click **Next**.
3. In the list, click the Exchange account type, and then click **Change**.
4. Click **More Settings**, and then click the **Advanced** tab.
5. Click **Add**, and then type the appropriate mailbox name from the list in the Attachment.

In accordance with this new procedure, a field office is notified in advance that the field office should be receiving a package and will have the necessary information to check on the status of the package. If field personnel encounter difficulties in obtaining this information, Docket, Records, and User Fee Branch personnel will assist in tracking and locating the package.

For further information on these new procedures, please contact John E. Lawrence of the Docket, Records, and User Fee Branch at (202) 622-3777. Technical questions regarding accessing the appropriate mailbox should be addressed to the Hotline at (202) 622-8878.

 /s/
DEBORAH A. BUTLER
Associate Chief Counsel
(Procedure and Administration)

Attachment 1

List of mailboxes and associated locations

&TCDocket - Atlanta	&TCDocket - Louisville
&TCDocket - Austin	&TCDocket - Manhattan
&TCDocket - Baltimore	&TCDocket - Miami
&TCDocket - Birmingham	&TCDocket - Milwaukee
&TCDocket - Boston	&TCDocket - Nashville
&TCDocket - Buffalo	&TCDocket - Newark
&TCDocket - Chicago	&TCDocket - New Orleans
&TCDocket - Cincinnati	&TCDocket - Oklahoma City
&TCDocket - Cleveland	&TCDocket - Omaha
&TCDocket - Dallas	&TCDocket - Philadelphia
&TCDocket - Denver	&TCDocket - Phoenix
&TCDocket - Detroit	&TCDocket - Pittsburgh
&TCDocket - Ft. Lauderdale	&TCDocket - Portland
&TCDocket - Greensboro	&TCDocket - Richmond
&TCDocket - Hartford	&TCDocket - Sacramento
&TCDocket - Honolulu	&TCDocket - Salt Lake City
&TCDocket - Houston	&TCDocket - San Diego
&TCDocket - Indianapolis	&TCDocket - San Francisco
&TCDocket - Jacksonville	&TCDocket - San Jose
&TCDocket - Kansas City	&TCDocket - Seattle
&TCDocket - Laguna Niguel	&TCDocket - St. Louis
&TCDocket - Las Vegas	&TCDocket - St. Paul
&TCDocket - Long Island	&TCDocket - Thousand Oaks
&TCDocket - Los Angeles	&TCDocket - Washington