

ATTACHMENT 5C7

CASE FILE ANALYSIS FORMAT

To: (Dismissing Regional Director)

From: Deputy General Counsel

Subject: (Caption of the Case)

Date:

CASE FILE ANALYSIS

The Charge

(A brief statement of the charge, including the parties and the issue(s) presented as set forth in the dismissal letter.)

Regional Director Rationale for Dismissal

(Set forth the legal conclusion(s) which forms the basis of the dismissal letter, without editing or restatement.)

Appeal Determination

(Set forth the recommended appeal determination, including the following:

1. Whether the appeal is granted or denied. If the appeal has been granted, identify which of the enumerated appeal standards has been established. remand recommendation.
2. A reference to any applicable Authority decision, OGC Policy (Quality or Scope of Investigation), advice memoranda or case handling manual that forms the basis for the case file analysis.
3. A concise discussion and analysis of any facts or case law necessary for a full understanding of the basis for the Case File Analysis
4. Specific case handling guidance to the Dismissing Region, as deemed necessary, in cases involving a remand for further investigation, further analysis or issuance of a complaint.)