

## MEMORANDUM

FROM: Dave Tuthill

TO: SRBA Staff

DATE: December 2, 2002

RE: DAILY MAIL REVIEW PROTOCOL Adjudication Memo No. 51

The following guidelines are intended to provide a uniform method to deal with the daily scanned mail. State Office staff currently accomplishes an effort to compare Partial Decrees of contested subcase rights with Active-version Recommendations. Don Shaff is presently embarked on a three part effort to get SRBA decreed rights moved; they are: 1) Uncontested PD, 2) Contested PD prior to April, 2002 when mail scanning was begun, and 3) Contested PD after mail scanning began.

- 1.) On their appointed office day, or as arranged by the regional Adjudication Unit Supervisor, the individual needs to look at a day's scanned mail. For example, mail review may be delegated to each AJ agent and the previous day's scanned mail designated to be processed (since scanning may be completed late in the afternoon and there may be a lot of content).
- 2.) Look at all Stipulations and SF-5s and compare them with the database, except in recently reported basins (e.g. B43 or B63 Pt1) that will likely have numerous filings.
  - a.) In these "active" basins please send, by email attachment, to the agent assigned the claim.
  - b.) Where the Stipulation needs to be reflected in the database and isn't and where the SF-5 is not reflected in the database the agent needs to work with paralegal and representative for IDWR that initialed the document. Data entry may need to be completed by the mail review individual. Add comment about what was done and why. Concurrent ArcView work is essential.
  - c.) D&S SF-5s are sometimes also amended claims and need to be on the docket for a time. Once the Special Master Report and Recommendations (SMR) comes out, be sure that the data is reflected in the database (see #3 below).
- 3.) Look at all SMRs and compare with the database. All SMRs need to be reflected in the database. If not, then coordinate with the assigned paralegal. If data entry is completed, then add a comment about what was done and why. Concurrent ArcView work is essential.
- 4.) PDs in older reported basins and all D&S contested-right PDs are being compared with the database at the SO. Region staff do not need to do this.
- 5.) If generating an Amended DR for an SF-5, either make changes to the highest version or create a new version, but leave the status of the new version blank. When it is filed the agent can set the status to Active. Electronic comments and ArcView work are essential.
- 6.) Material of general interest (e.g. SRBA digest, court decisions, etc.) is to be attached to an email to the rest of the staff.