

SECTION: 1.16
SUBJECT: Pending Law Suits File
AUTHORITY: Executive Director

Policy:

The Commission's General Counsel is designated as custodian and coordinator of the Commission's pending lawsuit file.

Contents: 1.16.1 Commission General Counsel's Responsibilities
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General Guidelines:

1.16.1 Commission General Counsel's Responsibilities

- A. Coordinate Commission reaction to all law suits.
- B. Keep pending lawsuit files updated in accordance with the information and materials furnished by the division/office (D/O) or regional directors.
- C. Furnish the Attorney General's Office with a current list of all pending lawsuits when such list is requested.
- D. Periodically transfer terminated suits to a permanent central file.
- E. Notify the affected D/O or regional director of termination of suits.

1.16.2 Division, Office and Regional Directors' Responsibilities

- A. Report all pending lawsuits to the Commission General Counsel.
- B. Provide information and material to the Commission General Counsel as needed.

History: Est. 10/06/2003

APPROVED:

Victor J. Heller
Executive Director of Designee

October 6, 2003
Date