

Department
of the
Treasury

Internal
Revenue
Service

Office of
Chief Counsel

Notice

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CC-2003-025
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August 11, 2003

Subject: Standup of Legal Processing Division **Upon incorporation**
Cancellation Date: into CCDM

I. Purpose

This Notice announces the creation of the Legal Processing Division, a new division reporting to the Associate Chief Counsel (Procedure & Administration), effective August 10, 2003.

II. Legal Processing Division CC:PA:LPD

The Legal Processing Division will combine nine support units which previously were attached organizationally to the Office of the Associate Chief Counsel (Procedure & Administration). The new division will be headed by a Director who will report to the Associate Chief Counsel (Procedure & Administration). The Acting Director of the Division is Pamela J. Ferris; the Acting Deputy Director is Bruce R. Brill; and the Administrative Officer is Frances L. Jones.

The division will be organized into five branches:

Publications and Regulations Branch
Legislative Liaison Branch
Technical Services Support Branch
Disclosure & Litigation Support Branch
Docket, Records and User Fee Branch

Filing Instructions: Binder Part (35) Master Sets: NO X RO X
NO: Circulate Distribute X to: All Personnel Attorneys In: all divisions
RO: Circulate Distribute X to: All Personnel Attorneys In: all divisions
Other National and Regional FOIA Reading Rooms
Electronic Filename: LegalID.pdf Original signed copy in: CC:F&M:P&A

All mail directed to the Legal Processing Division or its branches should be directed to the mail drop in Room 5329, using the appropriate symbols for each branch. The only exception to this mailing address is that user fee and technical advice external mail should continue to be sent to P.O. Box 7604, Ben Franklin Station, Washington, D.C. 20044, as specified in Rev. Procs. 2003-1 and 2003-2.

The paragraphs below describe the functions of each branch and provide the physical location and contact information for those requiring the services of each branch.

A. Publications and Regulations Branch, CC:PA:LPD:PR

This branch comprises the former Regulations Unit and the Federal Register Liaisons. The branch performs a wide variety of duties with respect to regulations and other documents filed with the Federal Register, including reviewing and editing regulations; assigning Regulatory Identification Numbers; coordinating codification of regulations in the Code of Federal Regulations; submitting regulations to the Small Business Administration; coordinating Paperwork Reduction Act submissions; ensuring that all final and temporary regulations comply with the Congressional Review Act; scheduling and coordinating public hearings; drafting, correcting and filing documents with the Federal Register; preparing the Service's portions of the semi-annual Unified Agenda of Regulations; retrieving, distributing and filing public comments; processing FOIA requests for public comments and public hearing information; and preparing many regulations and regulatory law related special projects for the Office of Chief Counsel.

The Federal Register Liaisons are located in Room 5207 and, until a main branch telephone number is established, may be reached at (202) 622-3361.

The former Regulations Unit staff are located in Room 5203 and, until a main branch telephone number is established, may be reached at (202) 622-3628.

B. Legislative Liaison Branch, CC:PA:LPD:LL

The Legislative Liaison Branch is the former Chief Counsel Legislative Unit. The Legislative Liaison Branch works closely with Treasury Legislative Affairs, the Service's Legislative Affairs, and the Service's Office of Tax Administration Coordination to coordinate Counsel responses to congressional correspondence and other inquiries, Counsel comments on proposed legislation, Counsel comments on Service complexity analyses, clearance of draft congressional testimony, responses to Congressional Questions for the Record (QFRs), General Accounting Office studies and implementation of new tax laws.

The Legislative Liaison Branch is located in Room 5332 and, until a main branch telephone number is established, may be reached at either (202) 622-4223 or (202) 622-3844.

C. Technical Services Support Branch, CC:PA:LPD:TSS

This branch is the former Technical Services Section (TSS4510). The branch receives and assigns all requests for legal advice, reviewed advice memoranda, coordinated issue papers (CIPs), Appeals settlement guidelines (ASGs), audit technique guides (ATGs), workplans for Notice cases, Tax Court briefs and documents, all refund defense letters and refund settlement letters, suit letters and appeal recommendations sent for review by, or assignment to, the Associate offices. The branch is also responsible for various reports including the 90-Day Goal Report, the Brief Review Report, etc.

The branch is located in Room 5331 and, until a main branch telephone number is established, can be reached at (202) 622-4199. The fax number is (202) 622-4817. The shared e-mail address that should be used for transmitting requests for assignments to the branch remains "TSS4510." Email sent to this box should **not** be marked "Private" or "Secured."

D. Disclosure & Litigation Support Branch, CC:PA:LPD:DLS

This branch comprises the former Disclosure Unit, Post Litigation Unit and Counsel Document Review Team. This branch processes for public release all written determinations prepared by the Office of Chief Counsel that are subject to the provisions of section 6110. The branch also performs initial case processing for Court of Federal Claims cases, requests for payment of attorney fees and prepares Payment and Recomputation memos, and closes docketed cases on appeal assigned to the Associate offices. The branch also provides paralegal assistance on special projects for the Office of Chief Counsel.

The branch is located in Room 5333 and may be reached at (202) 622-3006.

E. Docket, Records & User Fee Branch, CC:PA:LPD:DRU

This branch comprises the former Docket and Records Section and the Communications, Records and User Fee Unit. The branch receives, processes and forwards to field offices all documents served on the Office of Chief Counsel by the U.S. Tax Court. The branch also notifies the Service when petitions have been filed so that improper assessment may be prevented and the administrative file may be forwarded for Counsel and Appeals use in resolving the case.

The branch also is responsible for all incoming user fee cases and requests for Technical Advice or Technical Expedited Advice. The branch receives, deposits, tracks and refunds (as necessary) the associated user fees.

