
CHAPTER 18 CASE MANAGEMENT BULLETIN

GUIDANCE ON CHAPTER 18 STATUS - OCTOBER 24, 2017

This bulletin provides an update and guidance on the status of Chapter 18 of the *Federal Defender Operations Manual (Manual)*. As you know, Chapter 18 of the *Manual* provides the business rules for opening and managing cases in defenderData. The AO is in the process of transitioning away from the *Manual*. The *Manual* has been archived on the dWEB. FPDO inquiries to the *Manual* on the dWEB are now redirected to the *Guide to Judiciary Policy (The Guide)*. Community Defender Office inquiries to the *Manual* will soon be redirected to the *CDO Handbook*. This bulletin is intended to answer some recurring questions encountered at recent case management trainings, to clarify the status of Chapter 18, and to describe the process of announcing new or revised guidance relating to case management procedures.

Now that the Manual has been archived, what is the status of Chapter 18?

Chapter 18 remains the source of all business rules for defenderData case management and statistical reporting.

What is being done to study and change current case opening and management rules that need clarification?

A committee of Defenders and DSO staff are working together to review, rewrite and clarify some of Chapter 18's case opening rules. This will be a long-term project, but changes will be made quickly on priority items identified by the committee, DSAG, and DSO. For example, a new Rule 5 and Rule 20 Case Opening Bulletin is being issued effective October 28, 2017.

How will Defender Offices be notified of these changes to Chapter 18?

As changes are made, approved, and ready for implementation, a Chapter 18 Bulletin will be emailed to every Defender and Administrative Officer. These notices will be dated and will be posted to the dWEB.

What is DSO doing to answer other questions not found in *The Guide*?

For other policy directives not included in *The Guide* or *CDO Handbook*, DSO will issue policy memoranda in the form of DSO Bulletins while also requesting revisions and/or additions of DSO policy to *The Guide* where appropriate.

Should there be any questions about changes to Chapter 18 or other case management questions or suggestions, please do not hesitate to contact **Todd Watson**, Data Analytics Attorney Advisor, Defender Services Office, at 202-502-2398.