



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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March 18, 2003

In Reply Refer To:

1120 (R)
CA-912

EMS TRANSMISSION: 3/18/03
Instruction Memorandum No. CA-2003-025
Expires: 09/30/04

To: ACOs

From: Deputy State Director, External Affairs

Subject: California Litigation Tracking System and Time & Attendance (T&A) Cost Coding for Litigation

Program Area: All

Purpose: This Instruction Memorandum issues direction for the use of the California Litigation Tracking System and to restate AWP directives to properly code time spent on processing and complying with litigation on Time & Attendance (T&A) reports.

Policy/Action:

TRACKING SYSTEM

The California Litigation Tracking System is a newly developed Lotus Notes database that:

- (1) provides a way to determine the status of a case as it moves through the court system,
- (2) serves as a portal to related documents available in electronic format, and
- (3) provides timely reminders of upcoming actions and deadlines through e-mail notification.

Deputy State Directors and Field Office Managers are responsible for entering new cases into the Litigation Tracking System and updating the records as the case moves through the court system (see Attachment 1 for instructions on how to open/access the system).

The information contained in the litigation database is attorney privileged and confidential information intended only for the use of authorized persons. Unauthorized reading/perusal, dissemination, distribution or copying of this information is strictly prohibited under applicable laws.

T&A COST CODING

All appeal, litigation, and compliance costs should be charged to one of three project codes:

- Administrative appeals – APPE
- Judicial litigation – LITI
- Complying with court orders/settlements – COMP

The only exception to this would be:

- Complying with the California Biodiversity Settlement – 064B

For more information on T&A coding for litigation costs, see FY 2003 AWP General Directives (Litigation Costs - pages 52-56) and IM CA-2003-010, Guidelines for Tracking Litigation Costs in BLM for FY 2003, dated November 25, 2002.

Time Frame: This guidance is effective immediately.

Background: The increasing number of lawsuits has major budget, resource management and policy implications, requiring BLM-California managers and the Washington Office to stay informed and be prepared to address potential and final case outcomes, especially those which may require adjustments to Agency priorities.

External Affairs and IRM developed a Lotus Notes database to document each court case, which identifies the case, parties, legal history, and where it is in the court process (status). Deputy State Directors and Field Office Managers are responsible for entering new cases into the Litigation Tracking System and updating the records as the case moves through the court system. This system will be used by a restricted group of California BLM employees. Employees who are members of the appropriate groups (DSDs, Field Office Managers) or who are granted individual access may create, update, and read documents.

Currently, this information is available to the Department of the Interior (DOI) Solicitor's Office in hard copy only. Interagency network connections with the DOI Solicitor's Office to provide electronic access are underway.

Budget Impact: Reduces direct staff and resource costs to identify case status. Provides fewer instances of untimely reminders on upcoming actions and deadlines.

Contact: Questions and comments should be directed to [Jan Bedrosian](#), Public Affairs Specialist, External Affairs at (916) 978-4616. To arrange for demonstrations/training or to add employees to the database, contact [Mary Lou West](#) (916) 978-4612 or [Fern Shepard](#) (916) 978-4547.

Signed by:
Tony Staed
DSD, External Affairs

Authenticated by:
Richard A. Erickson
Records Management

1 Attachment

Opening the California Litigation Tracking System database (1 p.)

**OPENING THE
CALIFORNIA LITIGATION TRACKING SYSTEM DATABASE**

To Open the database:

Open Lotus Notes

Select **File, Database, Open**

Change the Server from "**Local**" to "**lmca1**"

Scroll down the list to the yellow folders at the bottom, double-click on "**cadata**"

Select "**Litigation Tracking System**"

Click the **Open** button

Training session (approximately 15minutes) by telephone conference will be made available in the near future to field managers and key program leads.