

# ATTACHMENT 5C7

## CASE FILE ANALYSIS FORMAT

To: (Dismissing Regional Director)

From: Deputy General Counsel

Subject: (Caption of the Case)

Date:

## CASE FILE ANALYSIS

### **The Charge**

(A brief statement of the charge, including the parties and the issue(s) presented as set forth in the dismissal letter.)

### **Regional Director Rationale for Dismissal**

(Set forth the legal conclusion(s) which forms the basis of the dismissal letter, without editing or restatement.)

### **Appeal Determination**

(Set forth the recommended appeal determination, including the following:

1. Whether the appeal is granted or denied. If the appeal has been granted, identify which of the enumerated appeal standards has been established. remand recommendation.
2. A reference to any applicable Authority decision, OGC Policy (Quality or Scope of Investigation), advice memoranda or case handling manual that forms the basis for the case file analysis.
3. A concise discussion and analysis of any facts or case law necessary for a full understanding of the basis for the Case File Analysis
4. Specific case handling guidance to the Dismissing Region, as deemed necessary, in cases involving a remand for further investigation, further analysis or issuance of a complaint.)