

D Transferring Case Files - Request for Case File Transfer from an Office

When requesting a case file from another office, the following procedures apply to the requesting office:

- A participant may advise an office of their move into the office area, but has not advised the former office. In this situation, the new office completes an FA-556 requesting the case file from the former office.
- Make a telephone call to the former office when the case file is needed immediately. Follow up the telephone call by sending an FA-556 the same day.
- Upon receipt of the case file, sign and date the FA-556 and return the original to the sending office.
- Route the case file to the appropriate EI or unit.

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