Department of the Treasury	**Internal Revenue Service**	**Office of Chief Counsel**	**N o t i c e**

CC-2005-018

September 29, 2005

Subject: Tax Court Orders Webpage

Cancel Date: Upon incorporation into the CCDM

I. Purpose

This Notice announces the electronic availability of Tax Court orders on the Chief Counsel intranet site via the Tax Court Orders webpage and sets forth procedures that Chief Counsel personnel should follow to retrieve orders from the Tax Court Orders webpage.

II. Background

The Tax Court serves orders on the Office of Chief Counsel through the Docket, Records, and User Fee Branch (CC:PA:LPD:DRU). Historically, the branch forwarded these orders to field offices via UPS and fax. Additionally, offices received CATS messages from Administrative Provisions and Judicial Practice, Branch 3 (CC:PA:APJP:B03) regarding orders that require responses from the Office of Chief Counsel.

The Docket, Records, and User Fee Branch conducted a pilot test of the Tax Court Orders webpage, in which DRU employees scanned Tax Court orders and posted them to the webpage by division and office. Access to the Tax Court Orders webpage will soon be available to all Division Counsel offices through the Chief Counsel intranet.

III. New Procedures

As of October 1, 2005, Chief Counsel personnel will be able to access Tax Court orders electronically on the Chief Counsel Tax Court Orders webpage. Effective November 1, 2005, the Docket, Records, and User Fee Branch will no longer deliver orders to field offices via UPS or fax. The branch will post orders to the Tax Court Orders webpage within one business day of receipt. The branch will continue to send other documents served by the Tax Court to field offices via UPS. Effective November 1, 2005, Administrative Provisions and Judicial Practice, Branch 3 will no longer send CATS messages with respect to orders that require a response. Each field office is responsible for checking the webpage daily to retrieve and print orders issued in cases assigned to that office.

The webpage contains folders for LMSB, SBSE, and TEGE. Each folder contains subfolders for each field office location. The orders are placed in folders by division, area, and city. During pilot testing, offices have access to folders within their divisions. LMSB and TEGE attorneys will have access to all orders in cases assigned to their divisions. SBSE attorneys will have access to orders in SBSE cases assigned to their field office location. SBSE personnel at the Area Counsel offices will have access to all orders in SBSE cases assigned to their area. The webpage will be modified to allow all Chief Counsel personnel access to all folders.

There are two ways to access the Tax Court Orders webpage. Personnel can access the webpage by clicking on the "Tax Court Orders" button that will be located on the left-hand side of Chief Counsel intranet homepage. Additionally, when an order is posted to the webpage, Documentum automatically generates an email notification, which it sends to appropriate office personnel, indicating that an order has been posted for that office. The email will provide the docket number of the case for which the order was issued and also a link to the webpage. The email will look something like this.

> **From:** briefbank.auto.message@irscounsel.treas.gov
> [mailto:taxcourtorders.auto.message@irscounsel.treas.gov]
> **Sent:** Wednesday, July 27, 2005 11:57 AM
> **To:** TC.SBSE.Washington@irscounsel.treas.gov
> **Subject:** Tax Court Order Received : DKT12345-05
>
> Tax Court Order Received
> Docket No. 12345-05
>
> Click here to view file

During the pilot program, the Tax Court Orders webpage uses the same automatic email notification account that the brief bank uses. The "From:" line indicates that the email was generated by the brief bank. The "Subject:" line indicates, however, that the email relates to a Tax Court order. Thus, personnel will be able to distinguish email notifications sent from the Tax Court Orders webpage by the "Subject:" line. Eventually, the Tax Court Orders webpage will use its own automatic email notification account named "taxcourtorders.auto.message@irscounsel.treas.gov." This will enable personnel to easily distinguish emails generated by the Tax Court Orders webpage from those generated by the brief bank.

When accessing the Tax Court Orders webpage by clicking on the "Tax Court Orders" button or the link provided in the emails, personnel will be prompted to enter their login name and password, then the "docbase." The network login name and password are the same login name and password as are used to logon to the computer every day. Clicking the down arrow next to the "docbase" field displays two docbases, "briefbank" and "TCDocket." In order to reach the Tax Court Orders webpage, "TCDocket" is the docbase that should be selected.

The screen that appears next will vary, depending on position and location. Some personnel will be connected directly to the folder containing orders for their office. Those with access to multiple offices' orders will see a list of folders for those various offices on the screen. If the screen displays a listing of folders by office, the particular office should be selected by clicking on it. Inside each office folder a number of orders will be listed under "Files." Each order is labeled with the docket number, the first three letters of the petitioner's name, and the date served on the Office of Chief Counsel. To view an order, simply click on it.

The orders can be sorted and viewed in multiple ways. The default setting displays the orders in order by docket number. To view orders in reverse chronological order by date served, i.e., the most recently served orders appearing first, click on "Modify" in the "Sort by" line. To return to viewing orders in order by docket number, click on "Name" in the "Sort by" line. To choose how many orders are listed at once, click on the down arrow beside the "Show items:" box.

Orders will remain on the webpage for a three-year period, then archived. The archived orders will be maintained by the Docket, Records, and User Fee Branch and may be requested from the branch, as needed. Requests for orders that have been archived should be rare, as field offices should be accessing the Tax Court Orders website daily, printing orders posted there, and placing the orders in legal files.

See Attachment 1 for Frequently Asked Questions regarding the webpage. For access problems or for other technical issues/questions, please contact the Hotline at (202) 622-8878. For further information on these new procedures, please contact John E. Lawrence at (202) 622-3777 or Robin M. Tuczak at (202) 622-3529.

_____/s/_____
DEBORAH A. BUTLER
Associate Chief Counsel
(Procedure & Administration)

Attachment 1

Frequently Asked Questions (FAQs)

Question 1: Why am I getting this strange email that appears to be from the briefbank, but relates to a Tax Court order?

> **From:** briefbank.auto.message@irscounsel.treas.gov
> [mailto:briefbank.auto.message@irscounsel.treas.gov]
> **Sent:** Wednesday, July 27, 2005 11:57 AM
> **To:** TC.SBSE.Washington@irscounsel.treas.gov
> **Subject:** Tax Court Order Received : DKT13408-04S
>
> Tax Court Order Received
> Docket No. 13408-04S
>
> Click here to view file

Answer 1: Although this email appears to have been sent from the brief bank, it was not. During the pilot program, the Tax Court Orders webpage uses the same automatic email notification account that the brief bank uses. The "From:" line indicates that the email was generated by the brief bank. The "Subject:" line indicates, however, that the email relates to a Tax Court Order. Thus, personnel can distinguish email notifications sent from the Tax Court Orders webpage by the "Subject:" line. Eventually, the Tax Court Orders webpage will use its own automatic email notification account named "taxcourtorders.auto.message@irscounsel.treas.gov." This will enable personnel to easily distinguish emails generated by the Tax Court Orders webpage from those generated by the briefbank.

Question 2: I recently relocated to another Chief Counsel office and I do not receive email notifications when orders for my new office are posted to the Tax Court Orders webpage. How can I ensure that I receive the email notifications?

Answer 2: The email notifications are sent to a group code for the office to which the case is assigned. If you believe that you should be receiving email notifications, but you are not, you should speak to your manager about being added to your office's group code. Each manager should work with their local IT specialist to have names added or removed from the office's group code as necessary. See Attachment 2 for a listing of group codes for each office.

Question 3: How do I retrieve the order?

Answer 3: Click on "Click here to view file" in the email notification or click on the "Tax Court Orders" button on the Chief Counsel intranet site. You will be prompted to enter your login name, password, and the docbase. Enter your network login name and password – this is the same login name and password that you use to logon to your computer every day. Remember that the password is case sensitive. If you type the

correct letter/number/character, but the wrong case (i.e. lowercase instead of uppercase), you will not be able to logon to the webpage. After you have entered your login and password, click the down arrow next to the "docbase" field, and you will be able to select from two docbases, "briefbank" and "TCDocket." Select "TCDocket" as the docbase.

Question 4: I try to logon but I it won't let me. What am I doing wrong?

Answer 4: There are several reasons why you may not be able to logon.

- You have tried to login too many times incorrectly and the system has locked your account. Remember that the login is case sensitive. If you've been locked out, you will have to contact your local IT administrator to reset your system password.

- You may be trying to logon to the "briefbank" docbase instead of the "TCDocket" docbase. If so, click on the down arrow next to the docbase selection field (immediately below the login and password fields) and choose "TCDocket."

- You may have inadvertently not been listed as a user in the TCDocket docbase. If so, the system will send you an error message informing you of this. To be added as a user, you will need to contact the help desk at (202) 622-8878.

Question 5: The order I need isn't showing up on the webpage. How do I find it?

Answer 5: The orders can be sorted and viewed in multiple ways. The default setting displays the orders in order by docket number. You can change the order in which the orders appear by clicking on various options that appear in the "Sort by:" line. For example if you wanted to view orders in reverse chronological order by date served, i.e. the most recently served orders appearing first, go to the "Sort by:" line and click on "Modify." If you wanted to return to viewing orders in order by docket number, click on "Name." You can also choose how many orders you would like listed at once by clicking on the down arrow beside the "Show items:" box. This allows you to select how many items are listed at the same time. If you have searched for, but cannot find an order, contact the Docket, Records, and User Fee Branch at (202) 622-7960 for assistance.

Question 6: My office has a lot of orders posted on the webpage. How do I delete the orders that I've viewed and printed?

Answer 6: You cannot delete orders from your office's folder on the webpage. Orders will be maintained on the Tax Court Orders webpage for a three-year period. The orders will be removed from the website after the third year and archived.

Question 7: Will the National Office continue to fax orders everyday?

Answer 7: The Docket, Records, and User Fee Branch will continue to fax orders to field offices through October 31, 2005. As of November 1, 2005, each field office will be responsible for checking the webpage daily to retrieve orders posted to the webpage.

Question 8: Will the National Office continue to send CATS messages regarding orders requiring responses?

Answer 8: Administrative Provisions and Judicial Practice, Branch 3, will continue to send CATS messages through October 31, 2005. As of November 1, 2005, each field office will be responsible for checking the webpage daily to retrieve orders posted to the webpage.

Question 9: If I need a hard copy of an order, should I continue to call the Docket, Records, and User Fee Branch for a copy?

Answer 9: Generally, no. You should retrieve copies of the orders that are posted on the webpage by printing the orders from the webpage. If you have searched for, but cannot find an order on the Tax Court Orders webpage, then contact the Docket, Records, and User Fee Branch at (202) 622-7960 for assistance.

Attachment 2

Email Notification Group Codes

LMSB	SBSE	
&TC LM Atlanta	&TC SBSE Atlanta	&TC SBSE Portland
&TC LM Austin	&TC SBSE Austin	&TC SBSE Richmond
&TC LM Boston	&TC SBSE Baltimore	&TC SBSE Sacramento
&TC LM Buffalo	&TC SBSE Birmingham	&TC SBSE Salt Lake City
&TC LM Chicago	&TC SBSE Boston	&TC SBSE San Diego
&TC LM Cincinnati	&TC SBSE Buffalo	&TC SBSE San Francisco
&TC LM Cleveland	&TC SBSE Chicago	&TC SBSE San Jose
&TC LM Dallas	&TC SBSE Cincinnati	&TC SBSE Seattle
&TC LM Denver	&TC SBSE Cleveland	&TC SBSE St. Louis
&TC LM Detroit	&TC SBSE Dallas	&TC SBSE St. Paul
&TC LM Ft. Lauderdale	&TC SBSE Denver	&TC SBSE Thousand Oaks
&TC LM Greensboro	&TC SBSE Detroit	&TC SBSE Washington
&TC LM Hartford	&TC SBSE Ft. Lauderdale	
&TC LM Houston	&TC SBSE Greensboro	TEGE
&TC LM Jacksonville	&TC SBSE Hartford	&TC TEGE Baltimore
&TC LM Kansas City	&TC SBSE Honolulu	&TC TEGE Chicago
&TC LM Laguna Niguel	&TC SBSE Houston	&TC TEGE Dallas
&TC LM Long Island	&TC SBSE Indianapolis	&TC TEGE Denver
&TC LM Los Angeles	&TC SBSE Jacksonville	&TC TEGE Long Island
&TC LM Manhattan	&TC SBSE Kansas City	&TC TEGE Los Angeles
&TC LM Miami	&TC SBSE Laguna Niguel	&TC TEGE National Office EO
&TC LM Milwaukee	&TC SBSE Las Vegas	&TC TEGE National Office TEB
&TC LM Nashville	&TC SBSE Long Island	&TC TEGE San Francisco
&TC LM Newark	&TC SBSE Los Angeles	&TC TEGE Thousand Oaks
&TC LM Oklahoma City	&TC SBSE Louisville	
&TC LM Philadelphia	&TC SBSE Manhattan	
&TC LM Phoenix	&TC SBSE Miami	
&TC LM Pittsburgh	&TC SBSE Milwaukee	
&TC LM Portland	&TC SBSE Nashville	
&TC LM Richmond	&TC SBSE New Orleans	
&TC LM San Diego	&TC SBSE Newark	
&TC LM San Francisco	&TC SBSE Oklahoma City	
&TC LM San Jose	&TC SBSE Omaha	
&TC LM Seattle	&TC SBSE Philadelphia	
&TC LM St. Paul	&TC SBSE Phoenix	
&TC LM Washington	&TC SBSE Pittsburgh	