



SOCIAL SECURITY
Office of Disability Adjudication and Review
Office of the Chief Judge

MEMORANDUM

Date: May 30, 2007

Refer To:

To: Regional Chief Judges

From: Frank A. Cristaudo /s/
Chief Judge

Subject: Streamlined Folder Assembly – ACTION

The Office of Disability Adjudication and Review currently has more than 750,000 pending hearing cases. While our dispositions for FY 06 were at a record high, we must take action to address this large backlog of cases.

Key to providing a timely decision to our claimants is the ability to fill our Administrative Law Judge dockets with as many cases as the Judges are able to hear. When dockets remain full, our adjudicatory capacity should be maximized. With our current staffing, we realize this is problematic in many offices. We are authorizing a streamlined folder assembly process for paper cases. Instructions are described below. This new streamlined folder assembly process should decrease the time it takes to prepare a case for hearing. In offices where filling dockets is a continuing problem, we encourage Judges to hear cases prepared by this new streamlined process.

Using Streamlined Folder Assembly:

1. Sequentially number the pages in each section of the folder.
2. Documents need not be re-ordered.
3. Duplicates need not be removed.
4. Should additional evidence be submitted subsequent to folder preparation, you may continue with sequential numbering of the additional pages.
5. A streamlined exhibit list may be prepared. A copy of a streamlined exhibit list is attached. The streamlined exhibit list will be added to the hearing office document generation system (DGS) in the June 16th release. In the interim, you may use a copy of the attached streamlined exhibit list to include in the file. Simply complete the name and SSN of the claimant, fill in the page count of each section of the MDF, and prong file the exhibit list in the MDF.

Case development and preparation of a cover sheet with case analysis remains unchanged.

Tracking Cases Prepared Using Streamlined Folder Assembly

We would like to identify the number of cases prepared using streamlined folder assembly. Accordingly, for each case prepared by this method, staff should input the special case characteristic of **STEX** into CPMS. Instructions for inputting this case characteristic are attached.

cc: Eileen McDaniel
William C. Taylor
Regional Office Management Teams

Instructions for inputting “STEX” into CPMS

We would like to identify the number of cases assembled using streamlined folder assembly.

CASE CHARACTERISTIC: We will use the case characteristic code of **STEX** for this purpose. These step by step instructions detail how to input the **STEX** case characteristic code into CPMS.

WHEN TO INPUT: When a case is assembled using streamlined folder assembly, the Senior Case Technician will input **STEX** into CPMS.

HOW TO INPUT:

- 1- Select the case.
- 2- Select EDIT.
- 3- Select “case characteristics” from the tree on the left of the screen
- 4- Select “add case characteristic”.
- 5- Select case characteristic “Tracking” and click on search.
- 6- Select the “**STEX**” case characteristic

Name: _____ SSN _____
[First Name] [Last Name]

LIST OF EXHIBITS

Section	Description	Pages
A	PAYMENT DOCUMENTS AND DECISIONS	_____
B	JURISDICTIONAL DOCUMENTS AND NOTICES	_____
D	NON-DISABILITY DEVELOPMENT, APPLICATIONS, EARNINGS AND OTHER BENEFITS	_____
E	DISABILITY RELATED DEVELOPMENT AND DOCUMENTATION	_____
F	MEDICAL EVIDENCE	_____