

ATTACHMENT D

SOLICITATION 52PAPT201008

INSTRUCTIONS FOR ASSEMBLING
NEW APPLICATIONS
MARCH 22, 2002

- Place text serial number/barcode label in the first square (not the middle square) of the outer flap of the file jacket.
- Place a serial number/barcode label on the fee sheet and the drawing page only. If the drawing page is not the first page of the application, then place a serial number/barcode label on the first page of the application as well.
- Place the mail date label on the drawing page.
- 2-hole punch all papers in the top margin neatly in the center, no off-kilter holes that require the pages to be folded or kinked when the files are shut.
- Place drawing page on the left flap, specimens on the far right flap, and all other papers in the middle, starting on the bottom and going up:
 1. Fee sheet on very bottom
 2. Cover letter or other stuff from outside attorneys (copy of check, etc.)
 3. Application, 1st page on top working down to last page on bottom.
- Wait ***1 week*** between scan date and date file jacket label is generated, to allow time for tagging
- Generate file jacket label by:
 - Clicking on the icon, "File Jacket Labels" on the desktop
 - Clicking "ok" on the highlighted printer (Do Not select a printer)
 - Clicking on "open"
 - Scanning the serial number from the barcode on the file jacket
 - For Generating 1 label: Click on "serial," click "Print Current", click "Exit" to leave or "Open" to print next single serial number
 - For Generating a batch of 100 sequentially numbered labels: click on "Batch," and then click on "Print All," click "Exit" to leave or "Open" to print next batch of 100 labels
- Place jacket on outer folder flap
- Verify that mark on file jacket matches that of mark on drawing page
- From the TRAM terminal, not the desktop, tram transaction 6069 to disburse each batch of 100 files to the law offices. When only disbursing a couple of cases, use the desktop PCBCR and tram transaction 6034. Note: Gary will validate if a transaction to update the location from scanning to assembly must be run to do the 6069. If so, we'll need to write an ECR to disable that transaction.
- Deliver files to assigned LO, leave at receptionist's desk

Errors:

- Files with no marks on the label – return to scanning
- When generating single File Jacket Labels, if an "Invalid Serial Number" message is returned after typing in a serial number, return the file to scanning.
- When a file jacket label displays "TYPED DRAWING" in the field where the mark should be, it is not a cropping problem or a missing image. Ignore these and process as normal applications.
- ***Informals – Larry Schechter will get an email each day of informals identified during tagging. Eventually we will be able to tell you what to do in this situation.....stay tuned.***
- Files where alpha characters print out on the file jacket label instead of a bar code, follow this instruction:
 - Press the "Start" button.
 - Highlight the "Settings" option with the pointer.
 - Select on the "Control Panel" option.
 - Double click on the "Fonts" folder.
 - Look for the document "Code 39-Digits".
 - Double click on the document icon to open it. Then immediately close it.
 - Start the File Jacket Label program.
- When the file jacket label displays "MISSING IMAGE," follow these procedures:
 - all of these files must be reprocessed through scanning to ensure they were scanned (check TICRS Image Retrieval), if they were not scanned, then rescan; if they were scanned, then electronically resubmit the drawing page to Pola and Walter and then wait about 2 business days before attempting to reprint the label.

- ***When the file jacket label displays, "EMBEDDED MARK", rescan the drawing page, allow Pola and Walter 24 hours to crop the mark, and reprint the file jacket label.***
- When the file jacket label displays "INVALID SERIAL NUMBER," follow these procedures:
 - all of these files must be reprocessed through scanning. Check to be sure no electronic failure in scanning, check to see if the application is sitting in Tradeups and if so, notify the COTR. If an electronic failure, rescan and process as normal.

For files sitting in Assembly for more than 2 weeks, notify the COTR.