

REQUEST TO ACCESS A GOVERNMENT RECORD

DATE: February 3, 2022

TO: State of Hawai'i Department of the Attorney General

FROM: Vanessa Ott

Name or Alias email: **MsVOtt@gmail.com** **USPS:** 2825 S. King, #2901

Contact Information phone: 808-854-1018 Honolulu, HI 96826

Although you are not required to provide any personal information, you should provide enough information to allow the agency to contact you about this request. The processing of this request may be stopped if the agency is unable to contact you. Therefore, please provide any information that will allow the agency to contact you (name or alias, telephone or fax number, mailing address, e-mail address, etc.).

I WOULD LIKE THE FOLLOWING GOVERNMENT RECORD:

Describe the government record as specifically as possible so that it can be located. Try to provide a record name, subject matter, date, location, purpose, or names of persons to whom the record refers, or other information that could help the agency identify the record. A complete and accurate description of the government record you request will prevent delays in locating the record. Attach a second page if needed.

HRS §662-16(a) states, "(a) The attorney general may defend any civil action or proceeding brought in any court against any employee of the State for damage to property or for personal injury, including death, resulting from the act or omission of any state employee while acting within the scope of the employee's employment." HRS §662-15(4) states, "This chapter shall not apply to: (4) Any claim arising out of assault, battery, false imprisonment, false arrest, malicious prosecution, abuse of process, libel, slander, misrepresentation, deceit, or interference with contract rights."

I request copies of all policies, procedures, rules, guidelines, or whatever they may be called, that the Department of the Attorney General uses to determine whether or not an employee was acting within the scope of his/her employment, and how the Dept. of the AG determines whether or not to represent employees is actions arising any of the offenses listed in HRS §662-15(4).

I WOULD LIKE: (please check one or more of the options below)

- To inspect the government record.**
- A copy of the government record:** (Please check one of the options below.) See the back of this page for information about fees that you may be required to pay for agency services to process your record request. Note: Copying and transmission charges may also apply to certain options.

- Pick up at agency (**date and time**): _____
- Mail *I request this list be delivered in electronic format as an attachment sent to my email address in either *.doc, *.docx, *.xlsx, *.csv, or*
- Fax (toll free and only if available) **.pdf format whereby text can be copied.*
- Other, if available (please specify): _____

- If the agency maintains the records in a form other than paper, please advise in which format you would prefer to have the record.

Electronic Audio Other (please specify): _____
to: MsVOtt@gmail.com

- Check this box if you are attaching a request for waiver of fees in the public interest (see waiver information on back).

SEE BACK FOR IMPORTANT INFORMATION

FEES FOR PROCESSING RECORD REQUESTS

You may be charged fees for the services that the agency must perform when processing your record request, including fees for making photocopies and other lawful fees. **The first \$30 of fees charged for searching for a record, reviewing, and segregating will not be charged to you. Any amount over \$30 will be charged to you.** Fees are as follows:

Search for a Record	\$2.50 for 15 minutes
Review and Segregation of a Record	\$5.00 for 15 minutes

WAIVER OF FEES IN THE PUBLIC INTEREST

Up to \$60 of fees for searching for, segregating and reviewing records may be waived when the waiver would serve the public interest as described in section 2-71-32, Hawaii Administrative Rules. If you wish to apply for a waiver of fees in the public interest, you must attach to this request a statement of facts, including your identity as the requester, to show how the waiver of fees would serve the public interest. The criteria for this waiver, found at section 2-71-32, Hawaii Administrative Rules, are:

- (1) The requested record pertains to the operations or activities of an agency;
- (2) The record is not readily available in the public domain; and
- (3) The requester has the primary intention and the actual ability to widely disseminate information from the government record to the public at large.

AGENCY RESPONSE TO YOUR REQUEST FOR ACCESS

The agency to which you addressed your request must respond within a set time period. The agency will normally respond to you within 10 business days from the date it receives your request; however, in *extenuating circumstances* the agency must respond within 20 business days from the date of your request. If you have questions about the response time, you may contact the agency's UIPA contact person. If you are not satisfied with the agency's response, you may call the Office of Information Practices at 808-586-1400.

REQUESTER'S RESPONSIBILITIES

You have certain responsibilities under §2-71-16, Hawaii Administrative Rules. You may obtain a copy of these rules from the Lieutenant Governor's Office or from the Office of Information Practices. These responsibilities include making arrangements to inspect and copy records, providing further clarification or description of the requested record as instructed by the agency's notice, and making a prepayment of fees, if assessed.

NOTICE TO REQUESTER

TO: Vanessa Ott
MsVOtt@gmail.com

FROM: Department of the Attorney General, State of Hawaii
hawaiiag@hawaii.gov

DATE THAT THE RECORD REQUEST WAS RECEIVED BY AGENCY: February 3, 2022

DATE OF THIS NOTICE: February 10, 2022

GOVERNMENT RECORDS YOU REQUESTED (attach copy of request or provide brief description below):

See attached request dated February 3, 2022

THIS NOTICE IS TO INFORM YOU THAT YOUR RECORD REQUEST:

Will be granted in its entirety.

Cannot be granted. Agency is unable to disclose the requested records for the following reason:

Agency does not maintain the requested records. (HRS § 92F-3)

Other agency that is believed to maintain records: _____

Agency needs further clarification or description of the records requested. Please contact the agency and provide the following information: _____

Request requires agency to create a summary or compilation from records, but requested information is not readily retrievable. (HRS § 92F-11(c))

Will be granted in part and denied in part, OR Is denied in its entirety

Although the agency maintains the requested records, it is not disclosing all or part of them based on the exemptions provided in HRS § 92F-13 and/or § 92F-22 or other laws cited below.

(Describe the portions of records that the agency will not disclose.)

RECORDS OR
INFORMATION WITHHELD

APPLICABLE
STATUTES

AGENCY
JUSTIFICATION

REQUESTER'S RESPONSIBILITIES:

You are required to (1) pay any lawful fees and costs assessed; (2) make any necessary arrangements with the agency to inspect, copy or receive copies as instructed below; and (3) provide the agency any additional information requested. If you do not comply with the requirements set forth in this notice within 20 business days after the postmark date of this notice or the date the agency makes the records available, you will be presumed to have abandoned your request and the agency shall have no further duty to process your request. Once the agency begins to process your request, you may be liable for any fees and costs incurred. If you wish to cancel or modify your request, you must advise the agency upon receipt of this notice.

METHOD & TIMING OF DISCLOSURE:

Records available for public access in their entireties must be disclosed within a reasonable time, not to exceed 10 business days from the date the request was received, or after receipt of any prepayment required. Records not available in their entireties must be disclosed within 5 business days after this notice or after receipt of any prepayment required. HAR § 2-71-13(c). If incremental disclosure is authorized by HAR § 2-71-15, the first increment must be disclosed within 5 business days of this notice or after receipt of any prepayment required.

Method of Disclosure:

- Inspection at the following location: _____
- As requested, a copy of the record(s) will be provided in the following manner:
- Available for pick-up at the following location: _____
 - Will be mailed to you.
 - Will be transmitted to you by other means requested: by email, attached to this Notice

Timing of Disclosure: All records, or the first increment if applicable, will be made available or provided to you:

- Attached to this Notice to Requester.**
- After prepayment** of 50% of fees and 100% of costs, as estimated below.

For incremental disclosures, each subsequent increment will be disclosed within 20 business days after:

- The prior increment (if one prepayment of fees is required and received), or
- Receipt of each incremental prepayment, if prepayment for each increment is required.

Records will be disclosed in increments because the records are voluminous and the following extenuating circumstances exist:

- Agency must consult with another person to determine whether the record is exempt from disclosure under HRS chapter 92F.
- Request requires extensive agency efforts to search, review, or segregate the records or otherwise prepare the records for inspection or copying.
- Agency requires additional time to respond to the request in order to avoid an unreasonable interference with its other statutory duties and functions.
- A natural disaster or other situation beyond agency's control prevents agency from responding to the request within 10 business days.

ESTIMATED FEES & COSTS AND PAYMENT:

FEES: For personal record requests under Part III of chapter 92F, HRS, the agency may charge you for its costs only, and fee waivers do not apply.

For public record requests under Part II of chapter 92F, HRS, the agency is authorized to charge you fees to search for, review, and segregate your request (even if a record is subsequently found to not exist or will not be disclosed in its entirety). The agency must waive the first \$30 in fees assessed for general requesters, OR in the alternative, the first \$60 in fees when the agency finds that the request is made in the public interest. Only one waiver is provided for each request. See HAR §§ 2-71-19, -31 and -32.

COSTS: For either personal or public record requests, the agency may charge you for the costs of copying and delivering records in response to your request, and other lawful fees and costs.

PREPAYMENT: The agency may require prepayment of 50% of the total estimated fees and 100% of the total estimated costs prior to processing your request. If a prepayment is required, the agency may wait to start any search for or review of the records until the prepayment is received by the agency. Additionally, if you have outstanding fees or costs from previous requests, including abandoned requests, the agency may require prepayment

of 100% of the unpaid balance from prior requests before it begins any search or review for the records you are now seeking.

The following is an itemization of what you must pay, based on the estimated fees and costs that the agency will charge you and the applicable waiver amount that will be deducted:

For public record requests only:

Fees: Search	Time spent: 0.75 hours (\$2.50 for each 15-minute period)	\$ 7.50
Review & segregation	Time spent: 0.5 hours (\$5.00 for each 15-minute period)	\$ 10.00
Fees waived	<input checked="" type="checkbox"/> general (\$30), OR <input type="checkbox"/> public interest (\$60) (Only one waiver per request)	<\$ 30.00 >
Other	_____	\$
	(Pursuant to HAR §§ 2-71-19 & 2-71-31)	
Total Estimated Fees:		\$ 0

For public or personal record requests:

Costs: Copying	Estimate of # of pages to be copied: <u>9</u> (@ \$ <u>0.05</u> per page, pursuant to HRS § 92-21)	\$ 0.45
Delivery	Postage	\$
Other	_____	\$
Total Estimated Costs:		\$ waived

TOTAL ESTIMATED FEES AND COSTS from above: **\$ waived**

The estimated fees and costs above are for the first incremental disclosure only. Additional fees and costs, and no further fee waivers, will apply to future incremental disclosures.

PREPAYMENT IS REQUIRED (50% of fees + 100% of costs, as estimated above) **\$**

UNPAID BALANCE FROM PRIOR REQUESTS (100% must be paid before work begins) **\$**

TOTAL AMOUNT DUE AT THIS TIME **\$ 0**

Payment may be made by: cash
 personal check payable to: Department of the Attorney General
 other _____

For questions about this notice or the records being sought, please contact the agency person named at the beginning of this form. Please note that the Office of Information Practices (OIP) does not maintain the records of other agencies, and a requester must seek records directly from the agency it believes maintains the records. If the agency denies or fails to respond to your written request for records or if you have other questions regarding compliance with the UIPA, then you may contact OIP at (808) 586-1400, oip@hawaii.gov, or 250 South Hotel Street, Suite 107, Honolulu, Hawaii 96813.

E&CC Representation Recommendation Memo Drafting Guidelines

A. Background Information

All representation memos should include the authoring Deputy's conclusions and recommendations, including the following information:

1. Identify the matter, parties, and court.
2. Concise description of the facts, cause(s) of action, and any pertinent procedural history, including the course and scope factors and conflict factors noted in sections B and C, below.
3. Describe any unusual problems of which the E&CC should be aware, such as problems with deadlines, inability to obtain information from the agency client or prospective employee client, etc.
4. Statement of conflict concerns that the authoring deputy has, or statement that the authoring deputy has no conflict concerns, with supporting information.
5. State whether there is any other information that would be helpful in determining whether there are any conflicts.
6. Any other information that would assist the E&CC in evaluating the representation request.

B. Course and Scope

The authoring Deputy must make an assessment of the authority that allows the Attorney General to represent an individual and make a recommendation on whether the individual requesting representation was acting within the course and scope of the individual's employment, considering factors such as:

1. When did the incident take place?
2. Where did the incident take place?
3. What caused the incident?
4. What are each defendant's duties and responsibilities?

5. Is there a written position/job description for each defendant?
6. What is the assessment of each defendant's supervisor – was each defendant doing what he or she was hired to do at the time of the incident?

C. Conflict

The authoring Deputy must make an assessment of any possible conflicts that may exist or are likely to arise between the individual requesting representation and the State or any other defendants represented by the Attorney General, considering such factors as:

1. Has the client agency requested that the Attorney General provide representation for each defendant?
2. What is the organizational relationship, if any, between the parties?
3. Are there any reports related to the events described in the complaint?
4. Has there been an internal investigation, and if so, what was the outcome?
5. Have there been or will there possibly be any disciplinary proceedings initiated against anyone involved in the events described in the complaint? Describe.
6. What do the defendants say about the events described in the complaint?
7. What do the defendants say about one another?
8. Do any of the defendants have any pending suits or claims against the State, i.e., collective bargaining grievances, workers' compensation, or civil rights claims?
9. Has this office represented any of the parties in their individual capacities before? Name the case, and the Deputy and Division assigned.

ETHICS & CONFLICTS REVIEW PROCESS

Note: All forms referred to in this document are located on the AG intranet.

A. RULES OF PROFESSIONAL CONDUCT

Attorneys are expected to adhere in all their conduct to the Hawai'i Rules of Professional Conduct, the Rules of the Supreme Court of the State of Hawai'i, and LR 83.3 of the U.S. District Court for the District of Hawaii.

B. STATE ETHICS CODE

As state employees, attorneys are also expected to conduct themselves consistent with the State Code of Ethics, Chapter 84, Hawaii Revised Statutes (HRS). See General Department Manual, Chapter XI. Staff attorneys at the State Ethics Commission are available to provide advisory opinions about the requirements and applicability of the Code of Ethics to particular situations. Employees are encouraged to present questions directly to the State Ethics Commission.

C. PROHIBITION AGAINST PRIVATE PRACTICE

HRS § 28-10, Prohibition on private practice of law by attorney general, first deputy, and other deputies, provides:

The attorney general, the attorney general's first deputy, and other deputies shall devote their entire time and attention to the duties of their respective offices. They shall not engage in the private practice of law, nor accept any fees or emoluments other than their official salaries for any legal services. This section shall not apply to any special deputy employed on a part-time basis for a limited period.

D. FUNCTION OF THE ETHICS AND CONFLICTS COMMITTEE (E&CC)

The primary function of the E&CC is to develop a consistent process and forum through which the department reviews, evaluates, and makes recommendations on issues relating to attorney ethics, and conflicts of interest generally. This includes evaluation of requests for Attorney General representation from state employees who have been sued in their individual capacities. All decisions and actions of the E&CC are subject to the approval of the Attorney General. The E&CC is also tasked with the standardization of client representation letters and other forms, and making recommendations relating to department policies and procedures that address attorney ethics, and conflicts of interest generally.

E. ATTORNEY GENERAL'S AUTHORITY TO REPRESENT INDIVIDUAL STATE OFFICERS AND EMPLOYEES

The Attorney General is authorized, but not required, by § 662-16, HRS, to defend state officers and employees when they are sued in their individual capacities for damages resulting from property loss or bodily injuries, including death, in connection with their performance of their state duties and responsibilities.

The Attorney General may offer representation if the Attorney General is satisfied that the claims are based on events that occurred while the employee was acting in the scope and course of his or her state employment. Claims made in this kind of lawsuit are against the state official personally and any damages awarded are payable out of the official's personal assets, unless the official asks for, and the Legislature appropriates, state funds to pay the damages instead.

The Attorney General is not authorized to assert any affirmative claims on an individual state employee's behalf against the plaintiff(s) (no compulsory or non-compulsory counterclaims), the other defendants the plaintiff may have sued (no cross claims), or others who are not already sued (no third party claims).

F. RECEIVING AND PROCESSING REQUEST FOR REPRESENTATION

1. Receipt of Request: OAG receives the complaint, by service of process or with a request for representation. OAG assigns the matter to a litigation division. Within 24 hours of receipt, if there is a possible conflict because there is an individual defendant sued in their individual capacity, OAG assigns the request for representation to advice & counsel division for review and recommendation. OAG notifies the litigation division supervisor at the same time, with the complaint. OAG sets up two different matter IDs - one for advice & counsel to author the representation request, one for litigation.

Within 24 hours of receipt, the advice & counsel division supervisor assigns the request for representation to a deputy to review and make a recommendation. If the complaint leaves capacity unstated, the deputy should analyze the claims made and relief sought to assess whether it includes the employee's individual capacity; if it is still unclear, assume that it includes claims in the individual capacity.

NOTE: If the advice and counsel Deputy receives the complaint or request for representation first, the Deputy should forward the material to OAG, AND start the memo requesting representation already.

2. Submission of Request to E&CC: The Request for Representation memo should include a recommendation for all employees named in their individual

capacity for whom the authoring Deputy has enough information to make the recommendation, regardless of whether the individual has been served with the complaint.

The Attorney General will approve the recommendation as to all defendants for whom there is enough information to make a determination. A Deputy may not make an appearance for a defendant who has not been served, in accordance with the Rules of Professional Conduct, provided that the assigned litigation Deputy may counsel the un-served employee on whether waiving service would be in the employee's interest and other matters approved by the AG, and take appropriate action with the employee's consent. Once a Defendant is served, it will be the assigned litigation Deputy's responsibility to determine if there is any change in circumstances since the representation was approved that would require the Deputy to update the request for the AG's review.

- a. Timing: The authoring deputy is responsible for submitting the representation request sufficiently in advance of the filing deadline for the answer, preferably within 7 days of receiving the assignment, or sooner depending on when the answer is due. Time needed beyond that is determined on a case-by-case basis, and should be discussed with your supervisor.

The E&CC recommends submitting representation requests as soon as you know that representation of an individual state employee has or may be requested, to allow time for circulation of the E&CC recommendation for OAG's approval.

E&CC will acknowledge receipt of the recommendation within 24 hours and inform the authoring Deputy who on the committee is lead on it.

- b. Extension on answer if necessary: Sometimes, it may be necessary to request an extension of time to file an answer. In that case, if there is a Deputy assigned to represent the State, the authoring Deputy must contact opposing counsel or ask the litigation supervisor to contact opposing counsel to secure an agreement for the extension of time to file the answer.

If opposing counsel does not respond or does not cooperate, the authoring Deputy may ask if the litigation (State) Deputy can file a motion to request an extension on behalf of all defendants, or the authoring Deputy should file a standard, carefully written motion for extension of time to file an answer. The motion is made on behalf of the State of Hawaii; to be filed no later than 3 days before the answer is due. If the State is not a party, the authoring Deputy has to do this.

The authoring Deputy will notify the litigation division supervisor about the result of efforts to seek an extension.

- c. E-mail protocol: Representation memos may be sent to the E&CC by e-mail at anytime. The subject line should read as follows:

E&CC Representation Request - Case Name - (Answer Due DATE)

Include the following with your e-mail:

- i. Memo. Send the memo as both a document COPY and the .nrl link to the iManage number. The first page of the memo must be filled in completely, and the substance of the memo should minimally include information as set out in the Representation Memo Drafting Guidelines, attached as Exhibit A.
 - ii. Supporting documents. The Complaint and any other supporting documents (e.g., Department head’s request addressed to the AG requesting representation for the employees named in their individual capacity; court orders limiting the charges and defendants, etc.) may be scanned and included as attachments with your e-mail submission. If supporting documents are not attached to the e-mail, identify how the supporting documents will be transmitted or delivered.
- d. Form: Use the Representation Request form (**iManage #81364**) with the Matter Information, Individual Defendant Name(s) and Answer Date(s) completed. A copy of this form is attached as Exhibit B. The substantive portion of the memo should conform to the guidelines attached as Exhibit A.
- e. Access Rights: All representation memos should be in Microsoft Word format and stored in iManage. The iManage security profile must be set so the default security is “**Private**” and give the author’s supervisor, the E&CC, and OAG “**Full**” access to your iManage document.

Give **Full** access to:

- Your Supervisor
- OAG (ALL_OAG)
- E&CC (E&C COMMITTEE)

- f. Supervisor Approval: All representation requests must be approved by the authoring Deputy Attorney General’s supervisor. All requests submitted to the E&CC will be presumed to have supervisor approval.

- g. Submit to E&CC: Choose the email group ATG Ethics and Conflicts Committee or enter: atg.ethicsandconflicts.committee@hawaii.gov

Copy your supervisor as well as your Steno or Legal Assistant (whoever can assist and answer questions about the submission).

- h. If e-mail is not functioning: Deliver or fax your memo and attachments to the committee members as soon as possible after you discover the problem.

G. DECISION-MAKING

1. Review by E&CC: Representation requests will be reviewed informally without the need for a meeting, except in special circumstances. The E&CC rotates lead responsibility among its members; the member assigned as lead to your request is responsible for completing the recommendation to the AG and will follow-up with you after the Attorney General makes a decision.
2. E&CC Recommendation: E&CC will review the recommendation and forward it to the AG (and the AG's secretary) along with the E&CC's recommendation within 3 business days after receipt. This time frame is dependent on the recommendation memo being complete and may be longer than three days depending on the circumstances, for example, if the E&CC is required to follow up with the authoring Deputy to obtain more information. If the request will take longer than 3 business days to process, E&CC will notify litigation supervisor, authoring deputy, and authoring deputy's supervisor of the status. The E&CC written recommendation will recommend:
 - a. Approve the request;
 - b. Deny the request; or
 - c. Approve the request in part or with conditions. The E&CC will detail its recommendations, such as recommending separate counsel for certain individual defendants.

E&CC provides the recommendation to the AG, with a copy to the AG's secretary, no later than the 3rd business day after receipt. If the AG is out of the office or is otherwise unavailable, or cannot review the recommendation due to a conflict, the recommendation will be forwarded to the First Deputy and the First Deputy's secretary for review.

3. Attorney General Decision: The Attorney General will review the E&CC recommendation and the memo, and then notify the E&CC of the decision on whether to provide representation. The E&CC will notify the authoring Deputy and the representation Deputy of the AG's decision.

4. Conflicts Among Multiple Defendants: If the Attorney General approves the request for representation and there are potential or actual conflicts identified at this stage, the Attorney General will make division assignments for representation of the various individual and state parties.
5. Decision and Form Letter: The E&CC will determine which form of representation letter to use for each individual defendant, and then forward the Attorney General's decision to the authoring Deputy and the Deputy (or supervisor) assigned to provide representation. The E&CC lead Deputy fully completes the Representation Request Memo form by filling in the check boxes, the form letter used, the E&CC recommendation and AG's response. If individual representation is approved, the representation Deputy notifies each individual client by representation letter.

NOTE: If representation of an individual is declined, the authoring deputy sends a letter to notify the individual and the client agency.

6. Confidentiality of memo and related materials: Materials gathered to draft the representation memo should be kept confidential unless and until representation is approved. After a decision is made to provide representation, the authoring Deputy should give access to appropriate information to the litigation Deputy providing representation. The authoring deputy should keep a log of what material was accessed for the review. The log should reflect what information is given to the litigation Deputy and what was withheld. [Have to be able to separate out information as necessary to prevent conflict of interest.]

NOTE: The request for representation memo to the E&CC should always be kept confidential and is not shared with the litigation deputy.

H. REPRESENTATION LETTER

1. The Department's policy is to have consistent representation letters going to all individual clients. Accordingly, the Attorney General has approved the following form representation letters:
 - a. **iManage #544795**: For use when representing employees named with State, agency, and/or official capacity employee.
 - b. **iManage #544796**: For use when representing individual employee(s) only.
 - c. **iManage #544799**: For use when representing a volunteer jointly with the State or individually.
 - d. **iManage #550375**: For use when representing a notary who is not a state employee, jointly with the State, or individually

2. Each Deputy who is assigned to represent any one or more individual defendants is required to use the appropriate representation letter identified on the Representation Request Form by the E&CC after receipt of the Attorney General's decision. If the form is not specified in the response, refer to the descriptions in H.1. above and use the appropriate form.
3. The Deputy's supervisor must approve the final representation letter before it is sent to the client.
4. The representation letter must be sent and written consent received before substantive representation is provided. (If a department head calls for advice about service or individual liability, the Deputy should respond to the client, even before the representation letter is sent.)
5. Retain copies in the case file of:
 - a. The signed representation letter; and
 - b. The request for representation from the client agency.
6. Suggestions for modifications to the representation letters should be submitted to the E&CC for consideration.

I. REQUEST FOR OTHER ASSISTANCE ON ISSUES RELATING TO ATTORNEY ETHICS AND CONFLICTS OF INTEREST

Requests for assistance with other issues relating to attorney ethics, and conflicts of interest should be set forth in a written memorandum that presents the question, a proposed answer to the question or a recommendation for resolving the controversy, and sufficient background facts and legal basis for the E&CC to evaluate the proposed answer or recommendation.

The written memorandum and any relevant documents should be sent to the members of the E&CC by e-mail. The E&CC may request more information or a meeting with the Deputy to discuss the issues presented before making a recommendation to the Attorney General.

J. REQUESTS FOR CONFLICT WAIVERS/CONSENT FROM THE ATTORNEY GENERAL

(Reserved – contact the E&CC for assistance)