

CHAPTER 4-30

PROCEDURE

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4-30-10 INVESTIGATIONS

- A. An **immediate** investigation must **be** made by the appropriate office, local, regional **or** headquarter⁸ whenever:
 - 1. private property is damaged, destroyed, or lost or when anyone suffer⁸ personal injury or death as a result of an incident involving the Department of Health, Education, and Welfare or an officer or employee of the Department or any **person** detailed to or serving the Department;
 - 2. a claim or **suit** for damage **is** filed **pursuant** to the Act, if no **previous** investigation ha⁸ been made;
 - 3. **requested** by the Claims Officer.
- B. Responsibility for investigations
 - 1. Responsibility for conducting prompt and thorough investigations shall **rest** with the head **of** the operating agency or the Office **of** Field Coordination or the Director **of** Administrative **Services** under **whose jurisdiction** the officer or employee involved in the accident, or the **Government** property damaged, **is assigned**.
 - 2. **At least** out employee **shall be designated by** the **responsible** officer a⁸ an Investigating Officer in **each station** or office, local, regional **or** headquarters who **shall** be charged with the duty **of investigating** accidents and incidents occurring within the jurisdiction of hi⁸ office or **station**.
- C. Manner of Conducting Investigations

Every employtt involved in an accident or incident **shall make a complete and** accurate report which shall be transmitted to the **Investigating Officer** before the **close** Of **business for the following** work day.

The **Investigating** Officer, upon receipt of notice of an accident, claim, or **suit**, shall **promptly** interview and obtain *complete*, signed

(4-30-U-X continued)

statements from all witnesses, visit the scene of the accident or incident to obtain first hand information and do what is necessary to **conduct** a thorough investigation including the following, whenever possible:

1. interview the employee involved to **determine** whether the information *furnished* in his report is both complete and accurate;
2. interview and obtain **complete** signed **statements** on Standard Form 94 (Revised) **from** all other persons who witnessed the accident or incident or who have information pertinent thereto. Each such statement should contain the Post Office address • and the witnessed signature of the witness. If the witness declines to sign a **statement**, the Investigating Officer shall prepare a **statement** covering the information given by the witness and indicate the **reasons why** the witness **refused** to give such **information** in writing. When the Investigating Officer has reason to believe any statement obtained is biased or untrue, he shall attach thereto a written **statement** setting forth the reasons for his opinion, which shall **become** part of the file. See item 12 herein;
3. if a motor vehicle accident occurred through the negligence of one other than the **Government** driver, obtain photographs pertinent to the accident, if practicable; and attach thereto a signed statement of the photographer showing the time, place, view, and other pertinent data;
4. in case of damage to **Government** property, obtain two signed estimates of the cost of repair. If property is lost, damaged beyond **economical** repair, or destroyed, two signed estimates should be obtained as to the property's value before the accident or incident and its salvage value, if any;
5. where a claim for damage, loss, or destruction of private property has been filed, the claimant shall submit at least two signed estimates from disinterested qualified persons of the cost of repairing the private property. If a claim for personal injury or death has been or appears likely to be filed, signed reports **from** attending physicians, hospitals, etc., should be obtained as well as an exact copy of the death certificate, and coroner's report, if any. The head of the constituent organization may, in his **discretion**, and as provided herein, arrange for a medical **examination** of the injured claimant. The facilities and personnel of the United States Public Health Service should be used when practicable.
6. obtain a copy of any police report and other official investigation or COURT action;
7. obtain a copy or extract of any pertinent local laws, ordinances or regulations;

(4-30-10C continued)

8. where an accident occurs in a building leased by the Government involving a person not employed by the Government, either a copy of the lease should be obtained or information on whether or not the provisions of the lease impose the responsibility for maintenance and upkeep of the building upon the lessor or the lessee.
9. prepare a diagram of the scene of the accident or incident showing all pertinent physical facts, with particular reference in vehicular accidents to distances in feet within points of impact and points where danger was first observed or point where vehicle's motion ceased, width of streets, skid marks, etc.
10. prepare a statement setting forth the nature of the duties of the employees involved in the accident or incident, and containing all facts tending to indicate whether the employees involved in the accident or incident were acting at the time within the scope of their employment or line of duty (GSA OF 26);
11. Completely fill out the Accident Report (HEW 516).
12. If the investigator wishes to note in the file his own personal comments, opinions, or recommendations regarding the accident **or** incident, he should record them in a memorandum separate and apart from the official, investigative report.

4-30-20 TRANSMITTAL TO CLAIMS OFFICER

A. Notice of Accident

Notice of the happening of every accident or incident that is required to be investigated pursuant to **4-30-10** above, shall be transmitted without delay by sending a copy of Form HEW 516 through the head of the constituent organization involved, or his designee, to the Claims Officer (See Part 18 of the Department Safety Management Manual). The investigation file shall be retained until the investigation is completed and the claim is filed.

B. If a Claim has been Filed

After a claim has been filed, the head of the constituent organization concerned, or his designee, upon completion of his investigation shall send the complete investigation file to the Claims Officer, including his recommendation as to disposition. If he recommends allowance of claim, the amount he recommends should be stated and **supported** by the evidence, and a completed voucher (SF-1145) shall be submitted with the file.

(4-30-20 continued)

C. If Damage to Government Vehicle is Involved

1. Where the **circumstances** of the accident or incident indicate that a claim may be filed **against** the **Government** by a third party, no determination **shall** be made regarding the negligence of a **Government** employee in connection with causing damage to **Government** property. This is **especially true where a Government vehicle is** involved in an accident. Such a determination regarding negligence **shall** be **made** only by the Department Claims Officer.
2. If the **Government** may have **lost or** **gained** a third party **arising from** an accident or incident in which a claim **is** made against **the Government** under **this** Chapter, any collection action taken **shall** be in accordance with the Claim Collection Act and the regulations and procedure^s issued thereunder.

D. If Suit has been Instituted Against the Government

The report **should** be **transmitted** through the head of **the** constituent **organization** or his designee to the **Department** Claim^s Officer.

4-30-30 NOTICE OF COMMENCEMENT OF LEGAL PROCEEDINGS

A. Suit Based on Cause of Action or Claim Arising Prior to January 18, 1967

1. **Where the claim is** over \$2500, claimant's sole **remedy** is to file suit. **The procedure herein is** to be followed so that the Department of Justice may **assume** defense of the action.

B. Suit Based on Cause of Action or Claim Arising on or After January 18, 1967

1. Regardless **of** the amount of the claim, claimant must **first** file an administrative claim against the **Government**. Suit may thereafter be filed only within six months after the date of mailing, by certified or registered mail, of Notice of Final Denial of the claim. Failure of the **Government** to **make** final disposition of **the** claim-within **six** month^s after **it** is filed, may, at the option of the claimant, be **deemed** a final denial of the **claim** for the **purpose** of bringing suit.

The procedure herein is to be followed in order that the Department of **Justice** may **assume** **defense** of the action or, in the alternative, file a Motion to **Dismiss** the Action in those **cases where** the claimant failed to **first** file an **administrative** claim which had been subsequently denied.

(4-30-30 continued)

C. Suits Involving Operation of Motor Vehicles (28 U.S.C. 2679)**1. Responsibility of the Employee Sued**

Any employee of this Department who gains whom a lawsuit is brought for damage to property, or for personal injury or death, or who receives information that such action will be brought against him on account of the employee's operation of a motor vehicle in the scope of his Federal employment, shall immediately advise his superior in person, by telephone or telegraph, as appropriate, and shall deliver to him, as soon as possible, all pleadings or other documents served upon the employee.

2. Responsibility of the Supervisor

- a. The employee's supervisor shall immediately advise the agency designee (the official designated for the purposes of 28 U.S.C. §2679, as shown in Exhibit X4-30-1) and forward all documents to him with any other pertinent information.
- b. The supervisor of a defendant-employee who dies subsequent to the motor vehicle accident shall inform the employee's personal representative of the provisions of 28 U.S.C. §2679 and appropriate Department procedures.

3. Responsibility of the Agency Designee

- a. The agency designee shall promptly, upon receipt of information concerning the commencement of such action or proceeding, forward such information, and shall submit, as soon as practicable, one copy of all pleadings and documents to each of the following:
- (1) the United States Attorney for the District embracing the place wherein the action or proceeding is brought (see Exhibit X-40-30-2);
 - (2) the Chief of the Tort Section, Civil Division, Department of Justice, Washington, D.C. 20530;
 - (3) the Department Claims Officer, Office of General Counsel, Department of Health, Education, and Welfare, Washington, D.C. 20201. (May be sent through regular tort claim reporting channels.)
- b. The designated official shall also submit to the above listed as soon as possible a report containing all data bearing upon the question whether the employee involved was acting within the scope of his office or employment with the Federal Government at the time of the

(4-30-30b continued)

automobile accident out of which the suit arose. The report must contain information on:

- (1) the nature of the driver's duties;
- (2) his authorized destination at the time of the accident ;
- (3) whether he had departed from any authorized route or disobeyed any instructions;
- (4) whether he was engaged in the furtherance of his own personal interests in any way; and
- (5) any other relevant data.

D. Suits Not Involving Operation of Motor Vehicle by HEW Employee

1. Any officer, employee or other person detailed to or serving this Department (or his personal representative, if the action is brought against his estate) against whom a suit or legal action of either civil or criminal nature is commenced, on account of such person within the scope of his Federal employment or who receives information that such action will be brought against him, shall advise his immediate supervisor as soon as possible after receiving information of such action or proceedings.
2. The immediate supervisor by telegraph or long distance telephone (if necessary) shall inform the head of the operating agency or his designee of this matter. The latter shall transmit this information immediately to the Department Claims Officer. The notification must be received by the Department Claims Officer before the close of business of the first working day immediately following initial receipt of suit information by officer or employee concerned.
3. The Department of Justice, or a United States Attorney normally shall not be contacted, except as directed by the Office of the General Counsel. Further investigation may be requested either by the United States Attorney or the Office of the General Counsel.
4. In the event there is not time to follow the normal procedure, a local official of the Department may request a United States Attorney to furnish counsel and representation. The Department Claims Officer should be notified immediately of such requests.

493040 **ISSUANCE OF INSTRUCTIONS BY CONSTITUTENT ORGANIZATIONS**

The head of each constituent organization is authorized to prescribe necessary **instructions** approved by the **Claims** Officer, not **inconsistent** herewith, to **implement** the foregoing. Such **instructions shall also** include a direction to all **personnel**, when **requested**, to cooperate with and assist the United States Attorney in **prosecuting** and defending **suits** by or against the United States or its employees arising out of accidents or **incidents**, investigation of which is required by 4-30-10 supra. **Copies** of all such **instructions** shall be filed with the Department Claims Officer.

4-30-50 **THE DEPARTMENT CLAIMS OFFICER**A. Determination

The Department Claims Officer will make a determination on an **administrative** claim **against** the **Government** after the case has been reviewed with respect to applicable law by the **Division** of **Business** and **Administrative Law** of the Office of **General Counsel**.

B. Referral to Department of Justice

When **Department** of Justice approval or **consultation is** required under §35.10 of the Regulations of this Department or the advice of the Department of **Justice** is **otherwise** to be requested, the referral or request of the **Department shall** be in writing and directed to the **Assistant Attorney General, Civil Division, Department** of Justice, and **must** contain (a) a short and **concise statement** of the facts and of the reasons for the referral or request, (b) copies of relevant portions of the claim file, and (c) a **statement** of the **recommendations** or views of the constituent agency involved. Such referrals or requests to the Department of **Justice** shall be **made** by the **Department Claims Officer** and **may be** made at any **time** after **presentation** of a claim to the Department.

4-30-60 **FINAL ACTION ON CLAIMS**A. Allowed Claims

1. When a claim **is** approved by the Department **Claims** Officer, he will certify the voucher for **payment**. (In case of subrogation, the voucher will be **made** payable jointly to both **subrogee** and subrogor. If **claimant is represented** by an attorney he will be jointed as co-payee.)
2. He will **return** the file to the appropriate **Claims** Office from which it had been received.
3. The Claims Office **shall** obtain a signed release **from** the claimant on the voucher and then forward it to the appropriate **fiscal** officer for payment. (See Voucher Audit Manual Chapter 4-80-70.)

(4-30-60A continued)

4. After payment of the claim a copy of the voucher shall be furnished to the **Department** Claims Officer.
5. The original file is to be retained by the appropriate Claims Office.

B. Claims Denied

The appropriate Claims Office shall mail the notice **of denial** of claim to the claimant or his legal representative by certified or registered mail, stating the reasons **therefor** and advising of his right to file suit. (§35.6 of the Department Tort Claims Regulations.)

4-30-70 FORMS - TORT CLAIMS

- A. The following standard forms are required to be completed promptly after every accident:
 1. Operator's Report of Motor Vehicle Accident (Standard Form 91, Revised) is to be prepared at the time and on the scene of the accident insofar as possible regardless of the extent of injury or damage. Blank forms are to be carried in each Government operated motor vehicle.
 2. Data Bearing Upon Scope of Employment of Motor Vehicle Operator (Optional Form 26).
 3. Statement of Witness (Standard Form 94, Revised) for every type of accident.
 4. Accident Report (HEW 516) for every type of accident. The Department Claims Officer will also receive a copy of this report as his preliminary notice of the occurrence of the accident (See **4-30-20A**).
 5. Claim for Damage or Injury (Standard Form 95, Revised) is to be prepared by or on behalf of the claimant after he has determined the extent of his injury or **damage** sustained as a result of the alleged negligence of the Federal employee.

DESIGNEES FOR PURPOSES OF P.L. 87-258
(28 U.S.C. 2679); SUITS INVOLVING
OPERATION OF MOTOR VEHICLES

This exhibit indicates by position title the designees, and their areas of responsibility, for purposes of performing the duties listed in Paragraph **4-30-30** of this Chapter, to **comply** with the requirements of P.L. 87-258 (28 U.S.C. 2679) and the Department of Justice regulations 28 Code of Federal Regulations 15.1.

AREA OF RESPONSIBILITYDESIGNEEHeadquarters

All employees of the Department stationed in the District of Columbia except employees of the Public Health Service

Department Claims Officer,
Deputy General Counsel

Food and Drug Administration

Employees assigned to Field Districts

District Director

Regional Offices

Employees located in or assigned to respective regional offices

Regional Attorney for Regions I, II, III, IV, V, VII, VIII, and IX

Assistant Regional Attorney for Region VI

Public Health Service

Public Health Service Claims Officer
7915 Eastern Avenue, Silver Spring,
Maryland 20910. Phone: Area Code
301 **495-5427** (with authority to
designate additional persons);
except **for Saint Elizabeths Hospital**
whose designee is the Chief,
Administrative **Services**.

AREA OF RESPONSIBILITY**DESIGNEE**Social Security Administration**Tort Claims Officer**

District Offices

District **Manager** or Acting
District Manager

Payment Centers

Investigating Officer or
Acting **Investigating** OfficerBPCU**FCU Examiners**Respective FCU Regional
RepresentativesBHARearing Examiners in Regions: **II,**
III, IV, v, VII, IX**Respective** Regional Hearing
Representative

Region I

Region 11 Regional Hearing
Representative

Region VIII

Region VI Regional Rearing
Representative

<u>DISTRICT</u>	<u>HEADQUARTERS</u>	<u>PHONE</u>
ALABAMA		
Northern	354 Post Office Building 5th Avenue 6 19th Street Birmingham (35202)	FTS-205- 325-3721
Middle	302 Post Office 6 Courthouse Building or Post Office Box 197 Montgomery (36101)	FTS-205- 263-7388
Southern	311 Federal Building Mobile (36602)	FTS-205- 433-3245
ALASKA	Federal Building 4th & G Streets Anchorage (99501)	Dial 100 277-1491
ARIZONA	5000 Federal Building 230 N. First Avenue Phoenix (85025)	FTS-602- 261-3131
ARKANSAS		
Eastern	Post Office & Courthouse 600 W. Capitol Little Rock (72203)	FTS-501- 372.5342
Western	Post Office & Federal Building Rogers Avenue & 6th Street Fort Smith (72901)	FTS-501- 782-3406
CALIFORNIA		
Northern	16th Floor Federal Building & U.S. Courthouse 450 Golden Gate Avenue San Francisco (94102)	FTS-415- 556-2309
Central	600 U.S. Courthouse 312 N. Spring Street Los Angeles (90012)	FTS-213- 688-2434
CANAL ZONE	Post Office Box 716 District Courthouse Herrick 6 Colombia Roads Balboa	Dial Opr. Balboa 2697 & 2792
COLORADO	Post Office Box 1776 Denver (80201)	FTS-303- 297-4184

<u>DISTRICT</u>	<u>HEADQUARTERS</u>	<u>PHONE</u>
CONNECTICUT	Federal Building 450 Main Street Hartford (06103)	FTS-203- 244-2570
DELAWARE	200 Federal Building 11th & Market Streets Wilmington (19801)	FTS-302- 654-6345
DISTRICT OF COLUMBIA	3600 District Court Building Washington, D.C. (20001)	FTS-202- 783-6511 or 187-2070
FLORIDA Northern	Box 1308 U.S. Post Office & Courthouse Building 110 E. Park Avenue Tallahassee (32301)	FTS-904- 377-4217
Middle	Post Office Building 611 Florida Avenue Tampa (33601)	FTS-813- 228-7146
Southern	U.S. Post Office & Courthouse Building 300 N.E. First Avenue Miami (33101)	FTS-305- 350-5255-56
GEORGIA Northern	402 Old Post Office Building 56 Forsyth Street, N.W. Atlanta (30301)	FTS-404- 526-6606
Middle	303 Federal Building Mulberry & 3rd Streets Macon (31202)	FTS-912- 743-2235
Southern	309 Post Office Building Bull 6 York Streets Savannah (31402)	FTS-912- 232-4261
GUAM	Post Office Box Z Agana (96910)	Dial Opr. 72-6445 & 72-6458
HAWAII	320 Federal Post Office Building Richard & Merchants Streets Honolulu (96809)	Dial Opr. 58831 Ext. 760

<u>DISTRICT</u>	<u>HEADQUARTERS</u>	<u>PHONE</u>
IDAHO	217 Post Office Building 8th 6 Jefferson Boise (83701)	FTS-208- 342-2211
ILLINOIS	1500 New U.S. Courthouse 219 S. Dearborn Street Chicago (60604)	FTS-312- 828-5333
Eastern	Post Office Building 750 Missouri Avenue East St. Louis (62202)	FTS-618 274-2361
Southern	Post Office Box 375 600 E. Monroe Street Springfield (62705)	FTS-217- 525-4450
INDIANA	U.S. Post Office & Courthouse	FTS-219-
Northern	1300 S. Harrison Street Fort Wayne (46801)	422-6121 6122
Southern	246 Federal Building Ohio & Meridian Streets Indianapolis (46204)	FTS-317- 633-7581
IOWA		
Northern	327 Post Office Building & Courthouse 6th & Douglas Streets Sioux City (51102)	
Southern	202 U.S. Courthouse Des Moines (50300)	
KANSAS	Post Office Building 5th Street & Kansas Avenue Topeka (66601)	
KENTUCKY		
Eastern	326 Federal Building Limestone & Barr Streets Lexington (40501)	
Western	211 Federal Building 6th 6 Broadway Louisville (40202)	

<u>DISTRICT</u>	<u>HEADQUARTERS</u>	<u>PHONE</u>
LOUISIANA Eastern	509 St. Louis Street New Orleans (70130)	FTS-504- 527-2921
Western	U.S. Courthouse & Post Office 424 Texas Street Shreveport (71102)	FTS-318 425-6641
MAINE	Federal Courthouse 156 Federal Street Portland (04112)	FTS-207 775-3258
MARYLAND	409 Post Office Building Calvert & Fayette Streets Baltimore (21202)	FTS-301- 962-3361
MASSACHUSETTS	1107 Post Office & Courthouse Building Devonshire Street Boston (02109)	FTS-617 223-3258
MICHIGAN Eastern	813 Federal Building Detroit (48226)	FTS-31- 226-3100
Western	313 Federal Building 135-37 Ionia Avenue, N.W. Grand Rapids (49502)	FTS-616- 456-2404
MINNESOTA	596 U.S. Courthouse 4th 6 Marquette Avenue Minneapolis (55401)	FTS-612- 334-2681
MISSISSIPPI Northern	Post Office Building 106 S. Lamar Oxford (38655)	Dial 100 601-234- 3351
Southern	U.S. Post Office & Courthouse Capitol & S.W. Streets Jackson (39205)	FTS-601- 948-2562
MISSOURI Eastern	U.S. Courthouse & Customhouse 1114 Market Street St. Louis (63101)	FTS-314- 622.4205

<u>DISTRICT</u>	<u>HEADQUARTERS</u>	<u>PHONE</u>
MISSOURI - Cont'd Western	549 U.S. Courthouse 811 Grand Avenue Kansas City (64106)	FTS-816- 374-3124
MONTANA	Federal Building 400 N. Main Street Butte (59701)	FTS-406- 723-3316
NEBRASKA	Federal Building 215 N. 17th Street Omaha (68101)	FTS-402- 221-4774
NEVADA	U.S. Post Office & Courthouse 301 Stewart Street Las Vegas (89101)	Dial 100 FTS-702- 382-5696
NEW HAMPSHIRE	Post Office Building Capitol & State Streets Concord (03302)	FTS-603- 224-7735
NEW JERSEY	Post Office Building Federal Square Newark (07102)	FTS-201- 645-2155
NEW MEXICO	U.S. Courthouse & Office Building 500 Gold Avenue, S.W. Albuquerque (87103)	FTS-505- 247-2901
NEW YORK Northern	Federal Post Office Building 445 Broadway Albany (12207)	FTS-518- 472-5522
Southern	U.S. Courthouse Foley Square New York (10007)	FTS-212- 264-6118
Eastern	U.S. Courthouse & Federal Building 225 Washington Street Brooklyn (11201)	FTS-212- 596-5600
Western	502 U.S. Courthouse Niagara Square Buffalo (14202)	FTS-716- 842-3484

<u>DISTRICT</u>	<u>HEADQUARTERS</u>	<u>PHONE</u>
NORTH CAROLINA		
Eastern	303 Post Office Building 300 Fayetteville Street Raleigh (27602)	FTS-919- 828-9143
Middle	Federal Building Post Office & Courthouse 324 W. Market Street Greensboro (27401)	FTS-919- 275-9351
Western	310 U.S. Courthouse & Post Office Building Post & Otis Streets Asheville (28802)	FTS-704- 254.0655
NORTH DAKOTA	705 - First Avenue North Fargo (58103)	FTS-701- 237-5293
OHIO		
Northern	400 Federal Building Public Square Cleveland (44114)	FTS-216- 522-4380
Southern	U.S. Post Office & Courthouse 85 Marconi Boulevard Columbus (43216)	FTS-614- 469-5715
OKLAHOMA		
Northern	406 U.S. District Court, Federal Building 3rd & Boulder Streets Tulsa (74103)	FTS-918- 584-7161(opr) LU 4-7161 Ext. 463 & LU 5-1987
Eastern	333 Federal Building 5th & Broadway Streets Muskogee (74402)	FTS-918- 683-3471
Western	4th Floor (Post Office Box 778) 200 N.W. 4th Street Federal Building & New Courthouse Oklahoma City (73102)	FTS-405- 236-2623
OREGON	U.S. Courthouse S.W. Broadway & Main Streets Portland (97207)	FTS-503- 226-351

<u>DISTRICT</u>	<u>HEADQUARTERS</u>	<u>PHONE</u>
PENNSYLVANIA		
Eastern	U.S. Courthouse 9th & Chestnut Streets Philadelphia (19107)	FTS-215- 597-3311 (opr) WA 2-5850
Middle	424 U.S. Courthouse 6 Post Office Building Washington Avenue & Linden Street Scranton (18501)	FTS-717- 344-7297
Western	633 U.S. Post Office & Courthouse 7th Avenue & Grant Street Pittsburgh (15219)	FTS-412- 644-3500
PUERTO RICO	U.S. Courthouse & Post Office Building Conercio Street San Juan (00904)	Opr. 722- 1550
RHODE ISLAND	U.S. District Court, Federal Building Kennedy Plaza Providence (02901)	FTS-401- 528-4311
SOUTH CAROLINA		
Eastern	U.S. Courthouse Laurel & Assembly Streets Columbia (29201)	FTS-803- 253-3451 (opr)
Western	Federal Building 300 E. Washington Street Greenville (29603)	FTS-803- 232-4326
SOUTH DAKOTA	211 Federal Building & U.S. Courthouse Phillips Avenue 6 12th Street Sioux Falls (57102)	FTS-605- 336-2256
TENNESSEE		
Eastern	U.S. Courthouse & Post Office Building Chattanooga (37402)	FTS-615- 266-3211
Middle	879 U.S. Courthouse 801 Broadway Nashville (37203)	FTS-615- 242-5791

<u>DISTRICT</u>	<u>HEADQUARTERS</u>	<u>PHONE</u>
TENNESSEE • Cont'd		
Western	1058 Federal Building 167 N. Main Street Memphis (38101)	FTS-901- 534-3311
TEXAS		
Northern	U.S. Courthouse 10th at Lamar Fort Worth (76102)	FTS-817- 334-3291
Southern	12000 U.S. Courthouse 515 Rusk Avenue Houston (77061)	FTS-713- 228-4765
Eastern	Post Office Box 1049 & U.S. Courthouse W. Ferguson Street Tyler (75701)	100-214- LY 2-1472 or LY 4-7756
Western	U.S. Courthouse Post Office Box 1301 615 Houston Street San Antonio (78206)	FTS-512- 225-4221
UTAH	U.S. Post Office & Courthouse 350 s. Main Salt Lake City (84101)	FTS-801- 524-5685
VERMONT	Federal Building 151 West Street Rutland (05702)	100-802- PR 3-9133
VIRGIN ISLANDS	District Court Building Annex, Charlotte Amalie Post Office Box 1441 St. Thomas (00801)	OPR. 774-1430
VIRGINIA		
Eastern	U.S. Post Office Building Main Street Richmond (23210)	703-649- 3611 opr. MI 44097
Western	Post Office Building 2d Street at Church Avenue Roanoke (24008)	FTS-703- 343-6384
WASHINGTON		
Eastern	334 Federal Building W. 904 Riverside Spokane (99210)	FTS-5- 838-3601

<u>DISTRICT</u>	<u>HEADQUARTERS</u>	<u>PHONE</u>
WASHINGTON • Cont'd Western	U.S. Courthouse 1010 5th Avenue Seattle (98104)	FTS-206- 583-4735
WEST VIRGINIA Northern	Federal Building Post Office Box 591 1125-1141 Chapline Wheeling (26003)	FTS-304- 343-1042
Southern	U.S. Courthouse 500 Quarrier Street Huntington (25701)	P-m-304- 343-6181
WISCONSIN Eastern	390 Federal Building 517 E. Wisconsin Avenue Milwaukee (53202)	FTS-414- 272-3381
Western	241 Federal Building 215 Monona Avenue Madison (53701)	FTS-608- 256-4658
WYOMING	2141 U.S. Post Office & Courthouse 2120 Capitol Avenue Post Office Box 668 Cheyenne (82001)	FTS-307- 778-2367

