Department Internet of the Rev Treasury Ser

Internal Revenue Service



CC-2002-018

February 08, 2002

			Upon Incorporation
Subject:	Chief Counsel Signature Block	Cancellation Date:	into CCDM

Office of Chief Counsel

The purpose of this Notice is to advise all Chief Counsel employees of necessary changes to the signature block of documents filed with the Tax Court and correspondence sent to the Department of Justice, effective February 8, 2002.

Chief Counsel Signature Block

I.R.C. § 7452 provides that the Commissioner shall be represented by the Chief Counsel for the Internal Revenue Service or his delegate in proceedings in the United States Tax Court. B. John Williams, Jr. was sworn in as Chief Counsel on February 7, 2002. Accordingly, the following signature block should be used on all documents to be filed with Tax Court, starting Friday, February 8, 2002, and thereafter.

B. JOHN WILLIAMS, JR. Chief Counsel Internal Revenue Service

By:__

ATTORNEY NAME Attorney Tax Court Bar No. AA0000 Street Address City, State 00000 Telephone: (000) 000-0000

Filing Instructions: Binder	Master Sets: NO	RO		
NO: CirculateDistribute X to: All PersonnelAttorneysIn:				
RO: CirculateDistribute X to: All PersonnelAttorneysIn:				
Other National and Regional FOIA Reading Rooms				
Electronic Filename: Williams.pdf Original signed copy in	: C:FM:PM:P			

A similar signature block should be used on all other documents and correspondence signed and dated February 8, 2002, or thereafter, for which the appropriate titular authority is the Chief Counsel, <u>e.g.</u>, letters addressed to the Department of Justice.

If a document has already been signed, but has not yet been sent to the Tax Court or to the Department of Justice, it should not be reexecuted. Instead, a sticker with the new Chief Counsel signature block may be affixed over the old signature block.

For those cases where Mr. Williams previously represented the taxpayer and other cases from which he is recused (a recusal list will be provided shortly), attorneys should use a Deputy Chief Counsel signature block.

Local counsel should advise local Appeals offices of the need for the new signature block in decision documents that will be signed and dated February 8, 2002, or thereafter.

If you have any questions regarding the matters discussed in this Notice, please contact Branch 3, Administrative Provisions & Judicial Practice Division at (202) 622-7940.

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