

**From:**

**To:**

**Cc:**

**Subject:** USAO Cases with Charges Filed Reject Log- 11/09/2020

**Date:** Mon, 09 Nov 2020 14:01:04 +0000

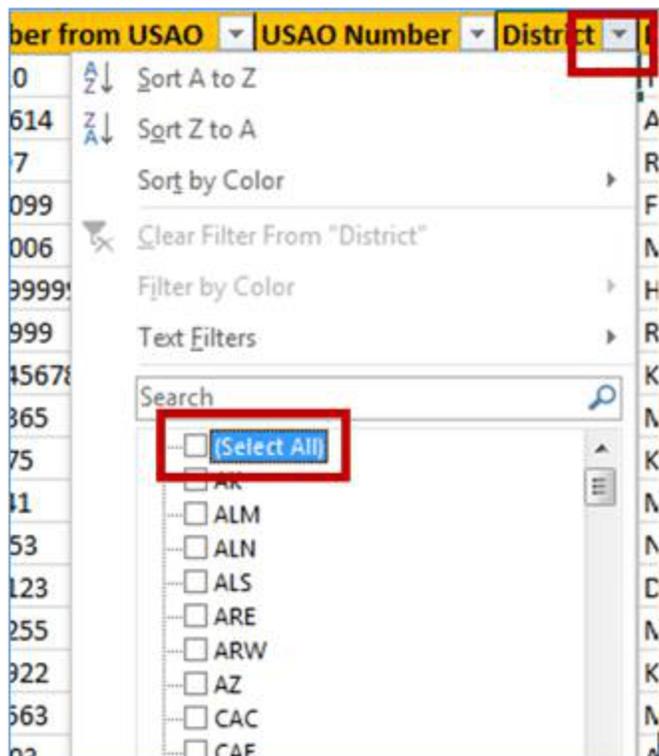
**Importance:** Normal

**Attachments:** 11.09.20\_USAO\_Cases\_with\_Charges\_Filed\_Reject\_Log.xlsx

**Inline-Images:** image001.jpg

Hello Victim Specialists -

Once non-sealed charges are filed (complaint, information, indictment), USAO notification responsibility begins for a case. *The attached document is a copy of the reject log for USAO cases with charges filed attempting to link to an FBI case in VNS as of 11/09/2020.* If any cases on the spreadsheet pertain to your AOR, please address with your USAO counterparts. Filter the list by only selecting the USAO districts that you work with and address accordingly.



**Common issues and resolutions are outlined below:**

- *Invalid Case Number or Fake/Filler FBI case number*

- **Resolution** - Confirm the defendant name(s) associated with the USAO case to assist in finding the correct FBI case number and provide to USAO
- *No victim identified in case yet*
  - **Resolution** - Determine if there are identified victims in the case, advise USAO and take appropriate action
- *305 cases - you may still be waiting on a VIR*
  - Forensic review and NCMEC review can take several months
  - CPVA process takes 10 business days to generate VIR once NCMEC CIR is received
  - VSD Victim Notification Analysts (VNA) will enter victims into VNS once you respond to confirmation email from [REDACTED]
- *Secret cases will never pass to VNS.* The FBI classified status can exist even after the public filing of charges. The USAO can add the case and victims once non-sealed charges are filed as a non-standard investigative agency case. Guidance for the USAO is below and questions can be directed to Jeff Alabaso.
  - In CaseView, enter the agency as "other" and enter the file number provided by FBI
    - Using the FBI number will ensure the file number is unique and the using the "other" agency will allow VNS to accept the CaseView record
  - In CaseView, enter FBI as the second agency and the FBI file number
    - This will allow CaseView to reflect FBI is assigned the case

*If victim(s) are identified, they need to be exported to VNS*

If only organizations without POC's exist, the VNS team can open a shell to get the case in VNS

Thanks for all you do!

Thank you,  
[REDACTED]

For shell requests, password resets, or general questions, please email the VNS team at: HQ-DIV42-VSD-VNS



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