



City of Cleveland Memorandum
Frank G. Jackson, Mayor

TO: All divisional personnel handling and/or processing any licenses, permits, insurance claims and/or invoices. Divisional Personnel includes, but not limited to, all staffing in the Licenses & Permits Unit, City Services Billing Unit, EMS Billing Unit, legal counsel assigned to Assessments and Licenses; as well as, other departmental representatives functioning in the Division of Assessments and Licenses.

FROM: Danielle Graham, Assistant Commissioner
Division of Assessments & Licenses *DPB*

DATE: February 11, 2016

SUBJECT: Any licenses, permits, insurance claims and/or invoices that may be subject to court activity including all filings and proceedings

Effectively immediately, any licenses, permits, insurance claims and/or invoices of any type, along with all pertinent documentation, whether open or closed, that may be subject to potential court activity must be submitted to the Commissioner and/or Assistant Commissioner within two (2) business days of request receipt.

Upon submission, there will be a review and written response regarding next steps by the Commissioner and/or Assistant Commissioner. These steps will include clear instruction as to the appropriate process. Equally, the Department of Law specifically the Director, Chief Corporate Counsel and/or Chief Assistant Directors of Law will be required to review and provide response on all potential court activity associated with all insurance claims and/or invoices effective immediately on February 11, 2016.

Cc: Dedrick C. Stephens, Commissioner
Division of Assessments and Licenses

Barbara Langhenry, Director
Department of Law

Effective February 11, 2016