


GENERAL OFFICE MEMORANDUM 15-021

TO: ALL DEPUTY DISTRICT ATTORNEYS

FROM: JOHN K. SPILLANE   
Chief Deputy District Attorney

SUBJECT: NEW ELIGIBLE/UNFILED SPECIAL CIRCUMSTANCE  
MEMORANDUM

DATE: FEBRUARY 26, 2015

Over the past two years, numerous modifications have been made to PIMS to standardize the preparation of special circumstance penalty evaluation and case disposition memoranda and to improve the tracking and accuracy of special circumstance case data and statistics. (See GOM 13-025, GOM 13-056, GOM 14-013, and SD 14-01.)

Effective February 26, 2015, an abridged version of the special circumstance penalty evaluation memorandum is required whenever an otherwise valid special circumstance is not alleged at the filing stage. The purpose of this new memorandum is to allow the Chair of the Special Circumstances Committee to track murder cases that the office exercised discretion by not filing a valid special circumstance allegation. This memorandum should be brief and need not include the level of detail required for a filed special circumstance penalty evaluation memorandum. Once completed, the eligible/unfiled memoranda shall be sent, through the chain of command, to the Chair of the Special Circumstance Committee, within 30 days of filing.

Similar to the penalty evaluation and case disposition memoranda, this document is accessed via PIMS. After entering the case number, select "File" from the menu bar. Select "Document," then "Create." Scroll down and highlight "Special Circumstances – Eligible Unfiled." Select "Apply" after choosing the "Word Processing" option button. PIMS will self-populate the defendant's name, the charges, and other information.

If you have any questions about accessing the template, please confer with your Head Deputy or call the Systems Division at 562-403-6562.

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