

E2.23:1

1 of 4

1942, nos. 1-15

67/14
C

1

WAR RELOCATION AUTHORITY
Office of the Solicitor
WASHINGTON

Names and Addresses of Project Attorneys

1. Tule Lake Relocation Center

Robert B. Throckmorton
Project Attorney
Tule Lake Relocation Center
Newell, California

2. Manzanar Relocation Center

(a) Until further word, address

Robert B. Throckmorton
Project Attorney
Manzanar Relocation Center
Manzanar, California

(b) After you are notified that Mr. O'Brien has reported
at the project, address

A. E. O'Brien
Project Attorney
Manzanar Relocation Center
Manzanar, California

3. Colorado River Relocation Center

Theodore H. Haas
Project Attorney
Colorado River Relocation Center
Poston, Arizona

4. Gila River Relocation Center

James H. Terry
Project Attorney
Gila River Relocation Center
Rivers, Arizona

5. Central Utah Relocation Center

(a) Until further word, address

A. E. O'Brien
Project Attorney
Central Utah Relocation Center
Topaz, Utah

WAR RELOCATION AUTHORITY

Office of the Director

WASHINGTON

MEMORANDUM FOR THE DIRECTOR

1. The War Relocation Authority

has received information

from the War Relocation Authority

that the War Relocation Authority

is planning to relocate

the War Relocation Authority

(a) The War Relocation Authority

is planning to relocate

the War Relocation Authority

in the War Relocation Authority

the War Relocation Authority

(b) The War Relocation Authority

is planning to relocate

the War Relocation Authority

the War Relocation Authority

the War Relocation Authority

the War Relocation Authority

(c) The War Relocation Authority

is planning to relocate

the War Relocation Authority

the War Relocation Authority

the War Relocation Authority

(d) The War Relocation Authority

is planning to relocate

the War Relocation Authority

the War Relocation Authority

the War Relocation Authority

(e) The War Relocation Authority

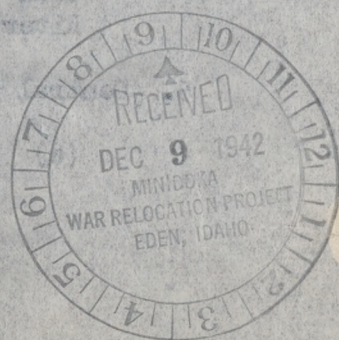
is planning to relocate

the War Relocation Authority

the War Relocation Authority

the War Relocation Authority

Topaz



WAR RELOCATION AUTHORITY

Office of the Solicitor

WASHINGTON

- 2 -

5. Central Utah Relocation Center (continued)

- (b) After you are notified that Mr. Barnhart has reported at the project, address

Ralph C. Barnhart
Project Attorney
Central Utah Relocation Center
Topaz, Utah

6. Minidoka Relocation Center

- (a) Until further word, address

A. E. O'Brien
Project Attorney
Minidoka Relocation Center
Hunt, Idaho

- (b) After you are notified that Mr. Moore has reported at the project, address

Ralph J. Moore
Project Attorney
Minidoka Relocation Center
Hunt, Idaho

7. Heart Mountain Relocation Center

Jerry W. Housel
Project Attorney
Heart Mountain Relocation Center
Heart Mountain, Wyoming

8. Granada Relocation Center

Donald T. Horn
Project Attorney
Granada Relocation Center
Amache, Colorado

9. Jerome Relocation Center

Robert A. Leflar
Project Attorney
Jerome Relocation Center
Denson, Branch
Dermott, Arkansas

WAR RELOCATION AUTHORITY

Office of the Solicitor

WASHINGTON

- 2 -

1. Central War Relocation Authority (CWR)

(a) After you are notified that the Government has approved the project, you will receive a letter from the CWR.

Under the War Relocation Act

Project approved

Central War Relocation Authority

Topaz

2. War Relocation Authority (WRA)

(a) After you are notified that the Government has approved the project, you will receive a letter from the WRA.

Under the War Relocation Act

Project approved

War Relocation Authority

Topaz

(b) After you are notified that the Government has approved the project, you will receive a letter from the WRA.

Under the War Relocation Act

Project approved

War Relocation Authority

Topaz

3. War Relocation Authority (WRA)

Under the War Relocation Act

Project approved

War Relocation Authority

Topaz

4. War Relocation Authority (WRA)

Under the War Relocation Act

Project approved

War Relocation Authority

Topaz

5. War Relocation Authority (WRA)

Under the War Relocation Act

Project approved

War Relocation Authority

Topaz

6. War Relocation Authority (WRA)



WAR RELOCATION AUTHORITY

Office of the Solicitor

WASHINGTON

- 3 -

10. Rohwer Relocation Center

Jack S. Curtis
Project Attorney
Rohwer Relocation Center
McGehee, Arkansas

-
1. ~~Mr. Maurice Walk~~
33 North LaSalle Street
Chicago, Illinois
 2. Mr. Edgar Bernhard
Office of the Solicitor
War Relocation Authority
Whitcomb Hotel Building
San Francisco, California

WAR RELOCATION AUTHORITY

Office of the Solicitor

WASHINGTON

1. General Relocation Center

2. General Relocation Center

3. General Relocation Center

4. General Relocation Center

5. General Relocation Center

6. General Relocation Center

7. General Relocation Center

8. General Relocation Center

9. General Relocation Center

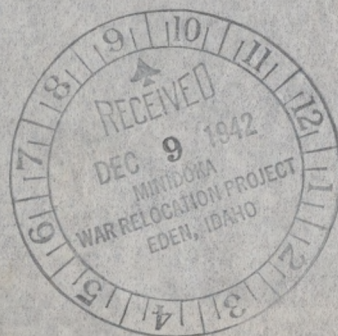
10. General Relocation Center

11. General Relocation Center

12. General Relocation Center

13. General Relocation Center

14. General Relocation Center



WAR RELOCATION AUTHORITY
Office of the Solicitor
WASHINGTON

SOLICITOR'S MEMORANDUM NO. 1 (1942)

May 25, 1942

MEMORANDUM FOR ALL LAWYERS IN THE OFFICE

It is likely that the time will soon be ripe for submitting to Congress a bill to provide general legislative support for the activities of the War Relocation Authority. With that in mind, we are now working on the preparation of a bill which we hope to keep current as additional developments occur. As a result, when we are asked to prepare such a bill we shall be largely ready.

I am listing below the points that it has occurred to us so far to provide for in such a bill. The points are not listed in any preferred order, but merely for completeness. I wish each of you would keep this list handy on your desk. As any particular problem on which you prepare an opinion or otherwise work with occurs, I wish you would ask yourself whether it is desirable to include in our basic legislation any special provision that would facilitate the handling of that problem. When such points occur to you, please bring them to my attention.

As soon as a draft of the bill is available, it will be circulated to all of you, and we can then keep tinkering with the bill until it is time to introduce it. That time may, of course, be much sooner than we now anticipate.

1. Confirm indirectly the establishment of W.R.A. and its continued exercise of the powers conferred upon it in Executive Order 9102.
2. Authorize all necessary appropriations. Establish a revolving fund for income derived from project operations, so that such income may continue to be used for community facilities and services.
3. Consider amending the Selective Service law so that evacuees may be drafted and then assigned for service in the War Relocation Work Corps. This will require amendment of the provisions dealing with: State quotas, establishment of special classes for induction purposes, age limits, sex limits, and authority to assign to the Work Corps in lieu of other

military activities.

4. Provide for certain major policies

- (a) wages, allowances, benefits, etc.
- (b) conditions on which evacuees may be made available for private employment

5. Confer authority upon W.R.A. Director to issue subpoenas, require testimony, administer oaths, adopt a seal, etc.

6. Some legislative findings of fact may be helpful in supporting the constitutionality of detention of evacuees where such detention is determined upon.

7. Authority to provide for project self-government, the election and functions of a Mayor, City Council, civil and criminal courts, police department, and so on. This should, of course, include authority to make arrests, issue process, impose prison sentences. Is any special provision needed concerning exercise of concurrent or exclusive jurisdiction?

8. (a) Provision re. workmen's compensation. Presumably this would be along the lines of the provision included in the appropriation language for the fiscal year 1943.

(b) Is any special provision needed concerning the applicability of the Social Security Act to evacuees?

9. Provide for a permit, leave, and furlough system.

10. Compulsory labor and other provisions of the Geneva Convention as they may be made applicable by pending negotiations to extend that Convention. Possibly include a definite statement that evacuees in Relocation Centers are not detainees or internees within the meaning of the extension of that Convention.

11. Provisions for freezing of assets of evacuees by W.R.A.

12. Provisions with reference to the handling of property of Japanese.

- (a) farms and non-agricultural businesses
- (b) intangible personalty and household effects
- (c) cars, tractors, and trucks

13. Powers of W.R.A. under Executive Order No. 9066 when Relocation Centers have been declared military areas.

14. Repayment by Japanese of costs of evacuation transportation, subsistence, and so forth, as to costs incurred prior to their assumption of this obligation, and prior to publication of applicable W.R.A. regulations.

15. Check provisions in pending bills in Congress dealing with evacuees.

16. Authority to accept non-evacuees in projects and include them within program.

17. Provision making it a Federal crime to molest an evacuee in a Relocation Center or while on furlough.

Sincerely,

Solicitor

WAR RELOCATION AUTHORITY

Office of the Solicitor

WASHINGTON

SOLICITOR'S MEMORANDUM NO. 2 (1942)

June 4, 1942

MEMORANDUM FOR ALL LAWYERS

Law Library facilities within this general area are:

1. The George Washington University Law Library - located on the 4th floor of Stockton Hall, 720 - 20th Street, N.W. - is available for use by attorneys of the War Relocation Authority. The hours are from 9:00 A.M. to 11:00 P.M., Monday through Friday; 9:00 A.M. to 6:00 P.M. on Saturday and 2:00 P.M. to 10:00 P.M. on Sunday. There are adequate working facilities. In most instances books cannot be taken from the library, but Miss Newman, the law librarian, has been kind enough to permit some of the lawyers to take books out. The library has more than 25,000 volumes, but it does not have complete sets of the Codes and Session Laws of the far western States.
2. The Social Security Board Law Library is located in the Arlington Building, 1025 Vermont Avenue. Arrangements have been made for us to use the library, which is one of the most complete law libraries in the city. The hours are from 9:15 to 5:45. The librarian is Mr. Abrams, who has asked that the attorneys make themselves known to him upon first going to use the library so that he may know who is using it. The library does not permit its books to be taken out.
3. The Law Library of the General Counsel's Office of the Treasury Department - located in Room 332 of the Treasury Building, entrance on 15th Street - can be used by us. The books and general reference material in this library are not as complete as those found at the George Washington Library, nor are the working arrangements as convenient. Miss Miller is in charge of the library. As a number of other offices, in addition to the attorneys in the General Counsel's Office of the Treasury Department, use the library, we will not be permitted to take books from the library. The official hours are from 9:00 A.M. to 6:00 P.M., but persons can work in the library after closing hours, and can arrange to get in after closing hours, by calling the librarian during the regular hours to make the necessary arrangements with the guard.
4. The O.E.M. Law Library is located in Room 4627, Social Security Building, 4th and Independence Avenue, S.W. This library is

WAR RELOCATION AUTHORITY
Office of the Solicitor
WASHINGTON

June 17, 1942

SOLICITOR'S MEMORANDUM NO. 3 (1942)

MEMO FOR LAWYERS IN THE OFFICE

Subject: Information on Assignment Procedure

It occurred to me that it may be helpful to all of you if I were to summarize briefly the procedure we are following in making assignments within the office.

I shall personally make all assignments in the office. As each assignment is made, Mrs. Brewer will prepare a card in quadruplicate, noting the person to whom the assignment was made, the date assigned, the subject of the assignment, and the source of the request for assistance that resulted in the assignment. The four copies will be distributed as follows: 1 to me to serve as a sort of control mechanism; 1 to Lewis so that at least one member of the office beside myself will know of all pending assignments; 1 to Ed Ferguson for his information, so that assignments will not be duplicated between Washington and regional offices; and 1 to the man to whom the assignment is made. This last step of giving one copy of the assignment card to the person receiving the assignment has not heretofore been followed, but will be in all future cases. As soon as possible, Mrs. Brewer will prepare a set of all past assignments so that one such copy may be distributed to the lawyers receiving the assignments. I believe that possession of these assignment slips may facilitate your planning of your work.

When the two new regional offices are established, copies will be sent to each of them of all such assignments, as well as to Mr. Ferguson.

In turn, the regional attorneys will prepare similar assignment cards for assignments originating in their offices, and will send copies of each such assignment card to this office.

All assignment cards will be numbered for ready reference.

Philip M. Glick
Solicitor

WAR RELOCATION AUTHORITY
Office of the Solicitor
WASHINGTON

June 23, 1942

SOLICITOR'S MEMORANDUM NO. 4 (1942)

MEMORANDUM FOR ALL LAWYERS IN THE WASHINGTON AND REGIONAL OFFICES

It is requested that at the time you prepare a final draft of a legal opinion you attach to it a syllabus of the opinion. This syllabus should cover all the legal points discussed in the opinion, and, although it should be brief, it should be in such ~~6~~ form that it can be used as the basis for preparing the cumulative index and digest of Solicitor's opinions. The syllabus should be typed on plain paper and should be initialed by the person preparing the opinion. A sample is attached.

After an opinion originating in the Washington Office has been signed, the syllabus and the copy of the opinion to be kept in the opinion book will be sent by Mrs. Brewer to Forrest Hoyt who will use it in compiling the indices. The syllabus of each opinion originating in ~~the~~ Regional Office should be attached to one of the copies of the opinion transmitted to Washington, and it will also be sent to Mr. Hoyt for index purposes.

P. M. G.
Solicitor

SYLLABUS - 4

Accidents; W. R. A. and employee liability; automobile liability insurance:

1. U. S. is not liable for negligence of officers and employees of W. R. A. Claims for damages to real property arising out of action of W. R. A. employees can be considered by heads of Departments, including W. R. A., and certified to Congress for appropriation of funds if claim does not exceed \$10,000.

2. Negligent operation of W. R. A. automobile will subject operator to personal liability.

3. Standard automobile liability policy protects insured against personal liability arising from the occasional use of machine other than his own.

Statutes cited:

Dictator

WAR RELOCATION AUTHORITY
Office of the Solicitor
WASHINGTON

SOLICITOR'S MEMORANDUM NO. 5 (1942)

June 23, 1942

MEMORANDUM FOR ALL ATTORNEYS

The final report of the Tolan Committee on evacuation and relocation is a very interesting and valuable document. It is House Report No. 2124, 77th Congress, 2d Session, May 1942.

The report itself is only 35 pages long, the remaining 330 pages consisting of supplement and appendices.

You will find particularly valuable material on legal issues at pages 11, 17, 18, 22, 23, 24, 32, 139, 140, 141 to 143, 147, and 157 to 171, particularly pages 169 to 170.

Solicitor

WAR RELOCATION AUTHORITY
Office of the Solicitor
WASHINGTON

July 15, 1942

SOLICITOR'S MEMORANDUM NO. 6 (1942)

We have received a complete set of opinions of the Attorney General of the United States issued since January 1, 1941. Mrs. Brewer is arranging to have these bound into a folder and the folder will be available whenever needed in Mrs. Brewer's office, room 726. Arrangements have been made for copies to be sent us of all future Attorney General opinions. We shall not, however, secure bound volumes of the opinions issued prior to January 1, 1941.

Solicitor

WAR RELOCATION AUTHORITY
Office of the Solicitor
WASHINGTON

August 3, 1942

SOLICITOR'S MEMORANDUM NO. 7 (1942)

A bound copy of Volume 39 of Opinions of Attorneys General of the United States, covering the years 1937 to 1940, has been added to our library. It will be available in the bookcase in room 719.

Solicitor

WAR RELOCATION AUTHORITY

Office of the Solicitor

WASHINGTON

SOLICITOR'S MEMORANDUM NO. 8 (1942)

Each Regional Attorney is requested to prepare, in addition to copies needed for his own files, an original and twelve copies of each opinion he issues. Distribution should be made in the following manner: The original to the person requesting the opinion; two copies to the Solicitor's Office in Washington; one to each of the other two Regional Attorneys; one to each of six Project Attorneys in the Pacific Coast Region; one to each Project Attorney in the Central Region and in the Southern Region. At least for the time being the Regional Attorney at Denver and at Little Rock will also act as Project Attorney for one of the two Projects in his Region, and there will be only one other Project Attorney in each of those regions.

The above number of copies should be prepared even though Project Attorneys have not yet been appointed for all Projects. Each Regional Attorney should have available copies of opinions issued by him sufficient to supply a complete set to each new Project Attorney appointed. All copies of opinions should be mailed directly to the attorneys involved.

The need for distribution of Regional Attorneys' opinions is not sufficient to justify their being mimeographed, and I believe the arrangement outlined here should provide an adequate number of copies for all purposes. It should require the typing of only two runs of each opinion, the same number as would be necessary if they were to be mimeographed.

Solicitor

WAR RELOCATION AUTHORITY

Office of the Solicitor

WASHINGTON

OCT 10 1942

SOLICITOR'S MEMORANDUM NO. 9 (1942)

Subject: Method of Citing Opinions

1. Opinions of the Solicitor should be cited thus:
"(Op. Sol. No. ____)", for example:
"In an earlier opinion (Op. Sol. No. 1) we stated, etc."
2. Opinions of a Regional Attorney should be cited thus:
"(Op. Reg. Atty. D. ____)" or
"(Op. Reg. Atty. S.F. ____)" or
"(Op. Reg. Atty. L.R. ____)".
3. I believe it is preferable not to use the citation to an opinion as the subject of a sentence. Instead, therefore, of saying "Solicitor's Opinion No. 10 came to the conclusion that, etc." I suggest we say "We have earlier advised you (Op. Sol. No. 10) that, etc."

Philip M. Glick

Solicitor

WAR RELOCATION AUTHORITY
Office of the Solicitor
WASHINGTON

OCT 15 1942

No. 9¹/₂

MEMORANDUM FOR REGIONAL ATTORNEYS AND PROJECT ATTORNEYS

Subject: Administrative Instruction No. 52 on Legal Services for Evacuees in Relocation Centers

You have just received copies of Administrative Instruction No. 52. I have discussed the substance of it with each of you, but the Instruction as issued modifies to some extent some of the things we had earlier tentatively agreed on. I should like to make a few comments about that Instruction in this memorandum:

1. Paragraph III 3. is not intended to exclude assignments of people with training in accounting or related fields where the Project Director and the Project Attorney agree that it is desirable to assign such persons to the office of the Project Attorney. I did not want, however, expressly to mention people in such fields lest the Administrative Instruction be open to misinterpretation. The work of the office of the Project Attorney will continue to be purely legal. It may, however, prove convenient to have a person with accounting experience assigned to the office of the Project Attorney, particularly in connection with the property work. I mention this point because that has proved to be the case at Manzanar, and I want it to be clear that the Administrative Instruction, in specifically authorizing the assignment of persons who have engaged in law study or who have had secretarial experience in law offices, is not intended to preclude the assignment of other appropriate personnel.

2. Paragraph II 1. of the Instruction says that the Project Attorney shall be responsible, under the supervision of the Solicitor, for furnishing legal advice and services to certain persons and agencies. The phrase "under the supervision of the Solicitor" is not, of course, intended to be exclusive of the Regional Attorneys. The Project Attorneys will be supervised by the Solicitor through the Regional Attorneys. My general memorandum on the functions of Regional and Project Attorneys will be issued shortly.

3. Paragraph II 3. differs somewhat from our earlier discussions. After further reflection we felt that it was best not to charge evacuees fees for any of the legal services that will be

WAR RELOCATION AUTHORITY

Office of the Solicitor

WASHINGTON

- 2 -

rendered by the office of the Project Attorney. At Manzanar, the problem arose of securing money for stationery, postage, and the like, for writing letters on behalf of evacuee clients to private parties in cases where the official business of the WRA was not involved. Administrative Instruction No. 52 makes it the business of WRA to provide legal services to evacuees in connection with any of their affairs through the office of the Project Attorney. It would seem, therefore, that any letter that will issue from the office of a Project Attorney is a letter on official business and can be franked. There is some doubt on this point, however. It is possible that instead of authorizing the use of the frank, what we should do in such cases is to authorize the office of the Project Attorney to purchase postage stamps and make the stamps available for such mail. I have asked Forrest Hoyt to check the franking laws and discuss the matter with the Post Office Department, and will let you know in due course. ///

4. Paragraph II 5. contemplates that the evacuee lawyers assigned to the office of the Project Attorney will handle only such legal work as can be taken care of without leaving the center. I can see all sorts of difficulties in the way of a policy that would permit such evacuee lawyers to attempt to handle cases in outside courts on behalf of evacuees. The problem will probably arise particularly in connection with divorce, probate, and property litigation. I wish each Project Attorney would submit his recommendations on this question to the appropriate Regional Attorney. I should then like each Regional Attorney to submit to me his own recommendations with an indication of the views of the Project Attorneys within his region.

5. I am uncertain as to whether it is wise to establish a fixed policy that all mail leaving the office of a Project Attorney must be prepared for the signature of the Project Attorney. I have no doubt, whatever, that all mail leaving that office and addressed to any one in WRA, any Federal agency, and any State or local governmental agency, should, in all cases, be prepared for the signature of the Project Attorney. Similarly, I suppose it is clear that where an evacuee has asserted the right established for him in Paragraph II 4., and has indicated that he wants the personal advice or assistance of one of the evacuee lawyers assigned to the office of the Project Attorney, mail so issued should be

WAR RELOCATION AUTHORITY

Office of the Solicitor

WASHINGTON

- 3 -

signed by that evacuee lawyer and not by the Project Attorney. I am doubtful, however, as to the rule to apply to those cases where the evacuee has sought the advice of the Project Attorney and the Project Attorney has assigned the case to an evacuee lawyer (or where the evacuee has sought the advice of an evacuee lawyer assigned to the office, but under circumstances that indicate that the usual supervision of the Project Attorney is to be made available.) In such cases it might well be desirable to permit the evacuee lawyer to sign mail going to private persons or firms. On this point, too, I wish each Project Attorney would submit his recommendations to the appropriate Regional Attorney, and I should like to hear from the Regional Attorneys.

6. I hope that every Project Attorney will give Paragraph II 6. a very liberal interpretation. In every case in which the services of a welfare worker can be of value, I should like the Project Attorney to call in the appropriate personnel of the Division of Community Services very early in the course of the work -- usually during or after the very first interview with the client. I am confident that in a great many cases the informal procedures of a welfare worker are far more appropriate for the solution of controversies than the more formal procedures of litigation, or even of a proceeding before the Judicial Commission on the Project.

7. Each Regional Attorney and Project Attorney has been sent a supply of Board of Legal Examiners application forms. These forms are the best that I have ever seen for eliciting the necessary information concerning the education and experience of a lawyer. I should like, therefore, to have every evacuee attorney and every evacuee law student assigned to the office of a Project Attorney fill in one of these forms in duplicate. One copy should be sent to the Regional Attorney, and one sent to me. I know that filling out this form in duplicate is a burdensome task. It will mean considerable longhand writing. I am sure the Regional Attorneys and I will be patient in allowing enough time for their preparation. I don't see any other way, however, of equally well supplying this important information to the Regional Attorneys and to me. We can better decide what problems we can assign to the respective Project Attorneys' offices if we know the calibre of the evacuee lawyers working in those offices. In addition, I wish that each Project Attorney would send a confidential note to the appropriate

WAR RELOCATION AUTHORITY

Office of the Solicitor

WASHINGTON

- 4 -

Regional Attorney discussing the capacities, abilities and personalities of the evacuee attorneys and law students assigned to his office, with an extra copy that the Regional Attorneys can forward to me with their comments. These memoranda should not be submitted until after the Project Attorneys have worked long enough with the evacuee attorneys and law students concerned to enable them to formulate a careful judgment.

Philip M. Glick

Solicitor

WAR RELOCATION AUTHORITY

Office of the Solicitor

WASHINGTON

SOLICITOR'S MEMORANDUM NO. 10 (1942)

Subject: Functions and Responsibilities of
Regional Attorneys and Project Attorneys

1. Most of the provisions of this memorandum are merely declarative of procedures and practices that are now being followed within the Office of the Solicitor. It seems desirable, however, to summarize the procedures and practices relating to the functions and responsibilities of Regional Attorneys and Project Attorneys because of the growth in the size of the office.

2. Each Regional Attorney is responsible for the performance of all legal work arising at the Regional office to which he is assigned, and at all relocation centers within such region. Each Project Attorney is responsible for the performance of all legal work arising at the relocation center to which he is assigned.

3. The work of the Regional Attorneys will be supervised and directed by the Solicitor. The work of the Project Attorneys will be supervised and directed by the Regional Attorneys. The Regional Attorney for the Pacific Coast Region will be responsible for supervising and directing the work of the Project Attorneys for the Manzanar, Tule Lake, Minidoka, Central Utah, Colorado River, and Gila River Relocation Centers. The Regional Attorney for the Central Region will be responsible for supervising and directing the work of the Project Attorneys for the Heart Mountain and Granada Relocation Centers. The Regional Attorney for the Southern Region will be responsible for supervising and directing the work of the Project Attorneys for the Rohwer and Jerome Relocation Centers.

4. Each Project Attorney shall submit a weekly report to the Regional Attorney to whom he is responsible, covering all the work of his office. The report shall consist of a letter, in narrative form, reporting assignments received, work completed, work in process, new developments, the more important or significant conferences, significant developments or prospects at the relocation center, significant news items, and such other information as would be appropriate for inclusion in such a report. To this letter there should be attached copies of all written work issued by the Project Attorney for the report period. The function of these weekly reports is to come as close as possible to giving the

WAR RELOCATION AUTHORITY

Office of the Solicitor

WASHINGTON

- 2 -

Regional Attorney an adequate and clear picture of the legal work being performed at the relocation center, and of developments or prospects in connection with the administration of the center that have significance for the performance of the legal work. The Project Attorney shall send to the Regional Attorney an original and one carbon copy of his report, and two carbon copies of the attachments; he shall send direct to the Solicitor and to each of the other Regional Attorneys one carbon copy of his report, but need not attach to these copies of the report any copies of the attachments. The dates on which the weekly reports are to be submitted to the Regional Attorneys shall be set by the Regional Attorney.

5. Each Regional Attorney shall submit to the Solicitor a weekly report on the work of his office. This report shall likewise consist of such a letter and such a set of attachments. The weekly reports of the Regional Attorney should be designed to give the Solicitor an adequate and clear picture of the legal work being performed at the Regional office and at each relocation center within the region, and of developments or prospects in the administration of the Regional and Project offices that have significance for the performance of the legal work. The Regional Attorney should include in his weekly report such items of information gathered from the attachments submitted to him by the Project Attorneys as he may deem appropriate for transmission to the Solicitor. (I wish to emphasize that I do not want the Regional Attorneys to transmit as a matter of course full copies of the attachments to reports submitted to them by the Project Attorneys. Immediate responsibility for the work of the Project Attorneys rests with the Regional Attorneys. The reports they receive from the Project Attorneys are for their consideration and for their action. The Regional Attorney should, however, include in his report to the Solicitor, such a statement concerning the work of the Project Attorneys as is appropriate in the light of the functions to be served by the report of the Regional Attorney. In particular cases, it will, therefore, be appropriate to forward, as attachments to the report of the Regional Attorney, some of the attachments received from the Project Attorneys. This should, however, be made a matter of selection and judgment by the Regional Attorney, and not a routine transmittal of all papers received from the Project Attorneys.)

6. Each Regional Attorney shall send direct to each of the other Regional Attorneys a copy of his report to the Solicitor. It will not be necessary to send to the other Regional Attorneys copies of the attachments although, when available, copies of significant attachments may be sent.

WAR RELOCATION AUTHORITY

Office of the Solicitor

WASHINGTON

- 3 -

7. The Solicitor will reply to each Regional Attorney's report, will supply relevant information suggested by the report, will indicate any disagreement that he may entertain, and will make such other comments as he may deem appropriate. Copies of such replies will be sent to the other Regional Attorneys. The Regional Attorneys shall similarly reply to, and comment upon, reports and attachments they receive from the Project Attorneys within their regions; and shall send copies of such replies direct to the other Regional Attorneys. (Copies of such replies will, of course, appear in the attachments to their report to the Solicitor, since they are part of the written material issued.)

8. I hope that no lawyer in the office will come to regard these reports as a routine matter, or as a burdensome nuisance. I am trying to establish a regular, frequent, two-way avenue of communication within the office. We can all profit by each other's suggestions and stimulation. To gain the maximum advantage from such a system of reporting and comment, however, each of us must take this part of his work seriously; each must make an effort to make his report clear, interesting, human. I am confident we will find that the results make the effort exceedingly worthwhile.

9. When a Regional or Project Attorney gives an oral legal opinion on a point of some consequence, or on a point on which lawyers might reasonably differ, the oral opinion should be promptly reduced to written form as a memorandum for the files. The memorandum may be very brief. It need merely state the problem and the answer given. That much, however, must be stated clearly. Copies of such memoranda should, of course, be attached to the weekly reports.

10. Each Regional Attorney is authorized to issue written opinions, over his signature as Regional Attorney, covering legal problems arising within his region. Each Project Attorney is authorized to issue written opinions, over his signature as Project Attorney, covering legal problems arising within his relocation center. A Project Attorney may refer to the appropriate Regional Attorney, and a Regional Attorney may refer to the Solicitor, any legal problem requiring such legal research as is beyond his time or facilities. In cases where a Project Attorney believes a particular opinion should be issued by the Regional Attorney, but wishes to prepare that opinion for such issuance, he may, of course, do so. Similarly, a Regional Attorney may prepare an opinion for issuance by the Solicitor. In general, a Project Attorney shall issue written

WAR RELOCATION AUTHORITY

Office of the Solicitor

WASHINGTON

- 4 -

opinions only on questions that primarily concern his particular relocation center, and shall refer other questions that require the preparation of a written opinion to the Regional Attorney; and a Regional Attorney shall issue written opinions only on questions that primarily concern his region, and shall refer other such questions to the Solicitor. Questions that involve basic policies of the Authority, or that equally concern all relocation centers shall be referred to the Solicitor.

11. Copies of written opinions issued by a Regional Attorney or a Project Attorney should not be held for inclusion in the attachments to the weekly report. Two copies of each such opinion should promptly be sent by the issuer to the Solicitor, one to each Regional Attorney, and one to each Project Attorney. (Compare on this subject Solicitor's Memorandum No. 8 (1942).) In the case of opinions issued by a Project Attorney, the appropriate Regional Attorney shall promptly review such opinion, and if he disagrees with it in any respect shall take such action as may be appropriate. The Solicitor will take similar action only in the case of opinions issued by a Regional Attorney. Opinions of the Solicitor will be mimeographed in Washington and will be distributed to all Regional Attorneys and Project Attorneys. Each Regional Attorney and Project Attorney shall make such arrangements as may be appropriate for securing the necessary number of copies of opinions issued by them. (There is attached hereto a list of the office addresses of the Regional and Project Attorneys. The list will be supplemented from time to time as additional appointments are made.)

12. In order to avoid, so far as possible, the duplication of work in the preparation of opinions or complicated legal instruments in the various offices, each attorney shall prepare an assignment card for each such assignment that he shall receive. Where work on the assignment can be completed within three or four days no assignment card need be prepared; the provisions of this paragraph are intended to cover assignments requiring some rather extensive research or drafting that will take a week or more to complete. The assignment card shall carry the following information: In the upper left hand corner the assignment number, designated in accordance with paragraph No. 14 of this memorandum; in the upper right hand corner the name of the attorney who has received the assignment and the date on which the assignment was received; across the center of the card a brief but clear statement of the nature of the assignment; in the lower left hand corner the word "Source - ", followed

WAR RELOCATION AUTHORITY

Office of the Solicitor

WASHINGTON

- 5 -

by the name and, where necessary, the official position of the person from whom the assignment was received. The original should be retained by the person receiving the assignment, as a check list on his work, one copy should be sent to the Solicitor, and one copy should be sent direct to each Regional Attorney and Project Attorney. (It will be advisable for each attorney to maintain a small assignment box, with name tabs, for filing current assignment cards. The assignment cards should be typewritten on slips of paper approximately 3 x 5 inches in size.) A sample assignment card in appropriate size appears below:

19

Featherston
9-14-42

What Federal and State legislation governs hours of labor of evacuees employed and paid by W.R.A. in centers? Prepare opinion.

Source - D. S. Myer

13. Each opinion issued should be numbered for convenience of citation. In order that each series may begin with the number 1, it is desirable to assign a symbol to each attorney. The following symbols shall be used:

- A. Solicitor's opinions - number without symbol
- B. Regional Attorney, Central Region - D
- C. Regional Attorney, Pacific Coast
Region - SF
- D. Regional Attorney, Southern Region - LR

WAR RELOCATION AUTHORITY

Office of the Solicitor

WASHINGTON

- 6 -

| | | |
|--|---|----|
| E. Project Attorney, Manzanar Relocation Center | - | M |
| F. Project Attorney, Tule Lake Relocation Center | - | TL |
| G. Project Attorney, Colorado River Relocation Center | - | CR |
| H. Project Attorney, Gila River Relocation Center | - | GR |
| I. Project Attorney, Minidoka Relocation Center | - | MI |
| J. Project Attorney, Central Utah Relocation Center | - | CU |
| K. Project Attorney, Heart Mountain Relocation Center | - | HM |
| L. Project Attorney, Jerome Relocation Center | - | J |
| M. Project Attorney, Granada Relocation Center | - | G |
| N. Project Attorney, Rohwer Relocation Center | - | R |

Each issuer of opinions should number his opinions consecutively as they are issued.

14. Each assignment card should be numbered with the appropriate symbol and number as it is issued. The number on an opinion need not correspond with the number on the corresponding assignment card. The purpose of the numbers on assignment cards and on opinions is merely to facilitate reference.

15. The Washington office will issue, from time to time, an Index-Digest of opinions issued by the Office of the Solicitor which will include references to all opinions issued by the Project Attorneys, Regional Attorneys, and the Solicitor. To facilitate the preparation of the Index-Digest, the issuer of each opinion

WAR RELOCATION AUTHORITY

Office of the Solicitor

WASHINGTON

- 7 -

shall prepare and attach to the opinion a brief syllabus in the form of head notes, in accordance with Solicitor's Memorandum No. 4 (1942).

16. All legal work in connection with litigation in which the War Relocation Authority is a party or is otherwise interested will be the responsibility of the Washington office. Regional and Project Attorneys will perform work in connection with litigation only in accordance with specific assignments made by the Solicitor. Each Regional and Project Attorney should be alert to information concerning litigation in which the War Relocation Authority may be interested. Immediately upon learning of any such litigation, the Project Attorney or Regional Attorney, as the case may be, shall immediately telegraph the essential information to the Solicitor. In cases of particular urgency the long distance telephone shall be used. Where only part of the information is immediately available, that much shall be promptly telegraphed, with an indication of the steps being taken to secure the additional essential information. An effort should be made to secure at least the following information, to enable the Washington office to determine what further action may be necessary: the names of the parties to the suit; the names and addresses and, if possible, the telephone numbers of the attorneys on both sides; the nature of the litigation; the court in which litigation has been instituted; the nature of the relief sought by the plaintiff. It will be the practice of the Washington office to ask the appropriate Regional or Project Attorney to establish the necessary contacts, secure copies of litigation papers and briefs, and perform such other work in connection with litigation as can best be performed locally. The litigation docket will be maintained in Washington, and it will be the responsibility of the Washington office to prepare all necessary pleadings and briefs.

17. Each Regional and Project Attorney should make it a practice to examine the local newspapers and publications to select news items of particular significance to the War Relocation Authority. In appropriate cases clippings should be included in the attachments to the weekly reports. News items concerning litigation of interest to the Authority should be particularly watched for.

18. Whenever any person shall apply to a Regional or Project Attorney for a legal position with the Authority, the person to whom application is made shall make a preliminary determination as to the competence of the applicant. Where the

WAR RELOCATION AUTHORITY

Office of the Solicitor

WASHINGTON

- 8 -

attorney concerned shall be certain that the applicant does not possess the necessary qualifications, he may inform him that there are more applications than vacancies in the Office of the Solicitor, but that he will forward the application to the Solicitor for consideration. Where his judgment on the applicant's qualifications shall be favorable, he shall interview the applicant, and shall transmit to the Regional Attorney or the Solicitor, as the case may be, complete notes on the interview, together with an executed copy of the Board of Legal Examiners application form, filled in by the applicant. The interview notes shall supplement the application form, with information concerning the applicant's appearance, personality, presence, apparent ability to work with others, attitude, and other relevant information. Form WRA-35 is available for making a record of a personnel interview. That form is probably not wholly adequate for our purposes, and you may feel free to supplement it. A revision of that form for interviews with lawyers may be issued soon. In each case the interviewer shall make a specific statement as to his judgment concerning the applicant's ability and qualifications. The Regional Attorney shall review all such material he receives from a Project Attorney and shall forward such material with his recommendations to the Solicitor. We wish to maintain an active file on promising applicants.

19. It is the responsibility of each Regional Attorney to establish and maintain friendly relations with the office of the Attorney General of each State in his region, and with the offices of the respective United States Attorneys within his region. Where a Regional Attorney anticipates that it will be a long time before he is able to make a personal visit to such offices, he shall write to the appropriate officer and shall send copies of appropriately selected information bulletins, Administrative Instructions, and legal opinions. These officers should be encouraged to consult the Regional Attorney on problems of mutual interest. The Regional Attorneys may assign to the Project Attorneys such activities in this field as they may think appropriate. A report should be sent to the Solicitor concerning the relationships established with the respective officers. Where there is a local office of the American Civil Liberties Union, the American Bar Association, the National Lawyers Guild, or similar agency, the Regional and Project Attorneys shall take advantage of opportunities to establish friendly relations and to supply information concerning the work of the Authority. The appropriate Regional Director, Project Director, and reports officers of the Regional and Project offices should be kept informed of activities undertaken pursuant to this paragraph.

20. Each Regional and Project Attorney shall promptly take whatever steps may be necessary to arrange for the appointment of a Notary Public at each Regional and Project office.

WAR RELOCATION AUTHORITY

Office of the Solicitor

WASHINGTON

- 9 -

21. Every Regional and Project Attorney should investigate and determine what law library facilities are available in his vicinity, and should make necessary arrangements for permission to use such facilities. Every Regional Attorney is authorized to purchase, through the procurement or supply officer of the Regional office, the 1940 edition of the United States Code, with Supplements, and the Codes of those States to which he must have frequent reference. Each Project Attorney is authorized to purchase, through the procurement or supply officer of the relocation center, the 1940 edition of the United States Code, with Supplements, the Code of the State in which the relocation center is located, and, where necessary, the Codes of the States from which a substantial number of the evacuees in the relocation center have come. Other law books shall not be purchased without the prior approval of the Solicitor. As soon as possible after the necessary investigation has been completed and purchases made, each Regional and Project Attorney shall submit a memorandum listing the law library facilities available for his use, in his office or nearby.

22. The responsibilities of the Regional Attorney to assist Project Attorneys in performing their work, and to direct and supervise that work, cannot be discharged merely through reading the weekly reports and commenting on them. Each Regional Attorney is responsible for providing such information, stimulation, training, and direction as may be needed. Each Regional Attorney should make such arrangements as may be necessary to visit the relocation centers within his region often enough to keep fully informed concerning them and to provide the necessary assistance and stimulation. Project Attorneys should be enabled, on occasion, and insofar as travel funds may permit, to visit the Regional office and other relocation centers.

Philip M. Glick

Solicitor

WAR RELOCATION AUTHORITY

Office of the Solicitor

WASHINGTON

Names and Addresses of Regional Attorneys
and Project Attorneys

I. Southern Region

✓ Mr. Robert A. Loflar
Regional Attorney
War Relocation Authority
Pyramid Building
Little Rock, Arkansas

1. Mr. Jack S. Curtis
Project Attorney
(Behrer or Jerome Relocation Center)
War Relocation Authority
Pyramid Building
Little Rock, Arkansas
2. Vacancy
Project Attorney
(Behrer or Jerome Relocation Center)
War Relocation Authority
Pyramid Building
Little Rock, Arkansas

(It has not yet been decided to which of the two
Arkansas projects Mr. Curtis will be assigned.
His address will be at Little Rock, at least for
the time being.)

II. Central Region

Mr. Jerry W. Rousel
Regional Attorney
War Relocation Authority
Kittredge Building
Denver, Colorado

1. Mr. Donald Horn
Project Attorney
Granada Relocation Center
Granada, Colorado
2. Vacancy
Project Attorney
Heart Mountain Relocation Center
Cody, Wyoming

Solicitor
Philip M. Glick,
W R A
910
Barr Bldg
Washington D.C.
910-17th St. W.E.
Wash. D.C.

WAR RELOCATION AUTHORITY

Office of the Solicitor

WASHINGTON

III. Pacific Coast Region

✓ Mr. E. E. Ferguson
Regional Attorney
War Relocation Authority
Whitcomb Hotel Building
San Francisco, California

1. Mr. Robert B. Throckmorton
Project Attorney
Tule Lake Relocation Center
Newell, California
2. Mr. Robert B. Throckmorton
Project Attorney
Manzanar Relocation Center
Manzanar, California

(Mr. Throckmorton will continue to serve as Project Attorney for the Manzanar Relocation Center until a full time Project Attorney is appointed for that Center.)

3. Mr. Theodore H. Haas
Project Attorney
Colorado River Relocation Center
Peston, Arizona
4. Mr. James E. Terry
Project Attorney
Gila River Relocation Center
c/o Pima Indian Agency
Sacaton, Arizona
5. Mr. Anthony E. O'Brien
Acting Project Attorney
Minidoka Relocation Center
Eden, Idaho
6. Mr. Anthony E. O'Brien
Acting Project Attorney
Central Utah Relocation Center
Delta, Utah

(Mr. O'Brien is a member of the staff of the Regional Attorney for the Pacific Coast Region. Until Project Attorneys are appointed for the Minidoka and Central Utah Relocation Centers, he will serve as Acting Project Attorney for those projects.)

*also
Mr. Wick*

WAR RELOCATION AUTHORITY
OFFICE OF THE SOLICITOR
WASHINGTON, D. C.

NOTE

The first clause of the fifth sentence of paragraph 4 of Solicitor's Memorandum No. 10 (1942) Revised should read as follows:

"The Project Attorney shall send to the Solicitor an original and one carbon copy of his report, and two carbon copies of the attachments;"

Philip M. Glick

WAR RELOCATION AUTHORITY

Office of the Solicitor

WASHINGTON

DEC 2 1942

SOLICITOR'S MEMORANDUM No. 10 (1942)

Revised

Subject: Functions and Responsibilities of Project Attorneys,
and of the Attorneys Responsible for the Work of the
Evacuee Property Division in San Francisco

1. This memorandum revises Solicitor's Memorandum No. 10 (1942) issued October 20, 1942, in order to conform with the recent administrative reorganization within the War Relocation Authority.

2. Each Project Attorney is responsible for the performance of all legal work arising at the relocation center to which he is assigned.

3. The work of the Project Attorneys will be supervised and directed by the Solicitor. Each Project Attorney is administratively responsible to the Project Director of the relocation center to which he is assigned, and is directly responsible to the Solicitor for all legal interpretations and questions of legal policy.

4. Each Project Attorney shall submit a weekly report to the Solicitor, covering all of the work of his office. The report shall consist of a letter, in narrative form, reporting assignments received, work completed, work in process, new developments, the more important or significant conferences, significant developments or prospects at the relocation center, significant news items, and such other information as would be appropriate for inclusion in such a report. To this letter there shall be attached copies of all written work issued by the Project Attorney for the report period. The function of these weekly reports is to come as close as possible to giving the Solicitor an adequate and clear picture of the work being performed at the relocation center, and of developments or prospects in connection with the administration of the center that have significance for the performance of the legal work. The Project Attorney shall send to the Solicitor an original and one carbon copy of his report, and two carbon copies of the attachments; he shall send direct to each of the other Project Attorneys, to Mr. Maurice Walk, Consultant on Litigation, and to Mr. Edgar Bernhard, in charge of the legal work for the Evacuee Property Division in San Francisco, one carbon copy of his report, but need not attach to these copies of the report any copies of the attachments. The reports shall be mailed on such dates as will enable them to be received in Washington, D. C. on Saturday of each week.

WAR RELOCATION AUTHORITY

Office of the Solicitor

WASHINGTON

- 2 -

If this date is not administratively feasible for some reason, the Project Attorney should advise the Solicitor, and a mutually satisfactory date will be agreed upon.

5. The Solicitor will reply to each Project Attorney's report, will supply relevant information suggested by the report, will indicate any disagreement that he may entertain, and will make such other comments as he may deem appropriate. Copies of such replies will be sent to the other Project Attorneys, to Mr. Walk, and to Mr. Bernhard.

6. I hope that no lawyer in the office will come to regard these reports as a routine matter, or as a burdensome nuisance. I am trying to establish a regular, frequent, two-way avenue of communication within the office. We can all profit by each other's suggestions and stimulation. To gain the maximum advantage from such a system of reporting and comment, however, each of us must take this part of his work seriously; each must make an effort to make his report clear, interesting, human. I am confident we will find that the results make the effort exceedingly worthwhile.

7. When a Project Attorney gives an oral legal opinion on a point of some consequence, or on a point on which lawyers might reasonably differ, the oral opinion should be promptly reduced to written form as a memorandum for the files. The memorandum may be very brief. It need merely state the problem and the answer given. That much, however, must be stated clearly. Copies of such memoranda should, of course, be attached to the weekly reports.

8. Each Project Attorney is authorized to issue written opinions, over his signature as Project Attorney, covering legal problems arising within his relocation center. A Project Attorney may refer to the Solicitor any legal problem requiring such legal research as is beyond his time or facilities. In cases where a Project Attorney believes a particular opinion should be issued by the Solicitor, but wishes to prepare that opinion for such issuance, he may, of course, do so. In general, a Project Attorney shall issue written opinions only on questions that primarily concern his particular relocation center, and shall refer other questions that require the preparation of a written opinion to the Solicitor. Questions that involve basic policies of the Authority, or that equally concern all relocation centers, shall be referred to the Solicitor.

WAR RELOCATION AUTHORITY

Office of the Solicitor

WASHINGTON

- 3 -

9. Copies of written opinions issued by a Project Attorney shall not be held for inclusion in the attachments to the weekly report. Two copies of each such opinion shall promptly be sent by the issuer to the Solicitor, one to each Project Attorney, one to Mr. Walk, and one to Mr. Bernhard. Opinions of the Solicitor will be mimeographed in Washington, and will be distributed to all lawyers. (Copies are also sent to appropriate administrative officers.) Each Project Attorney shall make such arrangements as may be appropriate for securing the necessary number of copies of opinions issued by him. (There is attached hereto a list of the office addresses of the Project Attorneys, of Mr. Walk, and Mr. Bernhard.)

10. It will not be necessary for Project Attorneys to prepare assignment cards covering the preparation of opinions or complicated legal instruments, as has heretofore been required of Regional Attorneys and Project Attorneys under paragraph 12 of Solicitor's Memorandum No. 10 (1942) as issued October 20, 1942. Such assignment cards will, however, be prepared for all assignments issued within the Washington office. In my comments on your weekly reports I shall advise you concerning assignments pending in the Washington office.

11. Each opinion issued should be numbered for convenience of citation. In order that each series may begin with the number 1, it is desirable to assign a symbol to each attorney. The following symbols shall be used:

- | | | |
|---|---|-----------------------|
| A. Solicitor's opinions | - | number without symbol |
| B. Project Attorney, Manzanar Relocation Center | - | M |
| C. Project Attorney, Tule Lake Relocation Center | - | TL |
| D. Project Attorney, Colorado River Relocation Center | - | CR |
| E. Project Attorney, Gila River Relocation Center | - | GR |
| F. Project Attorney, Minidoka Relocation Center | - | Mi |

WAR RELOCATION AUTHORITY

Office of the Solicitor

WASHINGTON

- 4 -

| | | |
|--|---|----|
| G. Project Attorney, Central Utah Relocation Center | - | CU |
| H. Project Attorney, Heart Mountain Relocation Center | - | HM |
| I. Project Attorney, Jerome Relocation Center | - | J |
| J. Project Attorney, Granada Relocation Center | - | G |
| K. Project Attorney, Rohwer Relocation Center | - | R |
| L. Attorney in charge of the work for the Evacuee Property Division in San Francisco | - | P |

Each issuer of opinions should number his opinions consecutively as they are issued.

12. The Washington office will issue, from time to time, an Index-Digest of opinions issued by the Office of the Solicitor which will include references to all opinions issued by the Project Attorneys and the Solicitor. To facilitate the preparation of the Index-Digest, the issuer of each opinion shall prepare and attach to the opinion a brief syllabus in the form of head notes, in accordance with Solicitor's Memorandum No. 4 (1942).

13. All legal work in connection with litigation in which the War Relocation Authority is a party or is otherwise interested will be the responsibility of the Washington office. Project Attorneys will perform work in connection with litigation only in accordance with specific assignments made by the Solicitor. Each Project Attorney should be alert to information concerning litigation in which the War Relocation Authority may be interested. Immediately upon learning of any such litigation, the Project Attorney shall immediately telegraph the essential information to the Solicitor. In cases of particular urgency the long distance telephone shall be used. Where only part of the information is immediately available,

WAR RELOCATION AUTHORITY

Office of the Solicitor

WASHINGTON

- 5 -

that much shall be promptly telegraphed, with an indication of the steps being taken to secure the additional essential information. An effort should be made to secure at least the following information, to enable the Washington office to determine what further action may be necessary: the names of the parties to the suit; the names and addresses and, if possible, the telephone numbers of the attorneys on both sides; the nature of the litigation; the court in which litigation has been instituted; the nature of the relief sought by the plaintiff. It will be the practice of the Washington office to ask the appropriate Project Attorney to establish the necessary contacts, secure copies of litigation papers and briefs, and perform such other work in connection with litigation as can best be performed locally. The litigation docket will be maintained in Washington, and it will be the responsibility of the Washington office to prepare all necessary pleadings and briefs.

14. Each Project Attorney should make it a practice to examine the local newspapers and publications to select news items of particular significance to the War Relocation Authority. In appropriate cases clippings should be included in the attachments to the weekly reports. News items concerning litigation of interest to the Authority should be particularly watched for.

15. Whenever any person shall apply to a Project Attorney for a legal position with the Authority, the person to whom application is made shall make a preliminary determination as to the competence of the applicant. Where the attorney concerned shall be certain that the applicant does not possess the necessary qualifications, he may inform him that there are more applications than vacancies in the Office of the Solicitor, but that he will forward the application to the Solicitor for consideration. Where his judgment on the applicant's qualifications shall be favorable, he shall interview the applicant, and shall transmit to the Solicitor complete notes on the interview, together with an executed copy of the Board of Legal Examiners application form, filled in by the applicant. The interview notes shall supplement the application form, with information concerning the applicant's appearance, personality, presence, apparent ability to work with others, attitude, and other relevant information. Form WRA-35 is available for making a record of a personnel interview. That form is probably not wholly adequate for our purposes, and you may feel free to supplement it. A revision of that form for interviews with lawyers may be issued soon. In each case the interviewer shall make a specific statement as to his judgment concerning the applicant's ability and qualifications. We wish to maintain an active file on promising applicants.

WAR RELOCATION AUTHORITY
Office of the Solicitor
WASHINGTON

- 6 -

16. Each Project Attorney shall promptly take whatever steps may be necessary to arrange for the appointment of a Notary Public at each relocation center.

17. Every Project Attorney should investigate and determine what law library facilities are available in his vicinity, and should make necessary arrangements for permission to use such facilities. Each Project Attorney is authorized to purchase, through the procurement or supply officer of the relocation center, the 1940 edition of the United States Code, with Supplements, the Code of the State in which the relocation center is located, and, where necessary, the Codes of the States from which a substantial number of the evacuees in the relocation center have come. Other law books shall not be purchased without the prior approval of the Solicitor. As soon as possible after the necessary investigation has been completed and purchases made, each Project Attorney shall submit a memorandum listing the law library facilities available for his use, in his office or nearby.

18. All the provisions of this memorandum relating to Project Attorneys are likewise applicable to the attorney in charge of the legal work for the Evacuee Property Division in San Francisco. (A suitable title for the attorney in charge of that work will be announced soon.)

19. Each Project Attorney is responsible for providing such information, stimulation, training and direction, to the evacuee lawyers and law students assigned to his office, as may be needed.

Philip M. Glick

Solicitor

WAR RELOCATION AUTHORITY

Office of the Solicitor

WASHINGTON

Names and Addresses of Project Attorneys

1. Tule Lake Relocation Center

Robert B. Throckmorton
Project Attorney
Tule Lake Relocation Center
Newell, California

2. Manzanar Relocation Center

(a) Until further word, address

Robert B. Throckmorton
Project Attorney
Manzanar Relocation Center
Manzanar, California

(b) After you are notified that Mr. O'Brien has reported
at the project, address

A. E. O'Brien
Project Attorney
Manzanar Relocation Center
Manzanar, California

3. Colorado River Relocation Center

Theodore H. Haas
Project Attorney
Colorado River Relocation Center
Poston, Arizona

4. Gila River Relocation Center

James H. Terry
Project Attorney
Gila River Relocation Center
Rivers, Arizona

5. Central Utah Relocation Center

(a) Until further word, address

A. E. O'Brien
Project Attorney
Central Utah Relocation Center
Topaz, Utah

WAR RELOCATION AUTHORITY

Office of the Solicitor

WASHINGTON

- 2 -

5. Central Utah Relocation Center (continued)

- (b) After you are notified that Mr. Barnhart has reported at the project, address

Ralph C. Barnhart
Project Attorney
Central Utah Relocation Center
Topaz, Utah

6. Minidoka Relocation Center

- (a) Until further word, address

A. E. O'Brien
Project Attorney
Minidoka Relocation Center
Hunt, Idaho

- (b) After you are notified that Mr. Moore has reported at the project, address

Ralph J. Moore
Project Attorney
Minidoka Relocation Center
Hunt, Idaho

7. Heart Mountain Relocation Center

Jerry W. Housel
Project Attorney
Heart Mountain Relocation Center
Heart Mountain, Wyoming

8. Granada Relocation Center

Donald T. Horn
Project Attorney
Granada Relocation Center
Amache, Colorado

9. Jerome Relocation Center

Robert A. Leflar
Project Attorney
Jerome Relocation Center
Denson, Branchas
Dermott, Arkansas

WAR RELOCATION AUTHORITY

Office of the Solicitor

WASHINGTON

- 3 -

10. Rohwer Relocation Center

Jack S. Curtis
Project Attorney
Rohwer Relocation Center
McGehee, Arkansas

-
1. Mr. Maurice Walk
33 North LaSalle Street
Chicago, Illinois
 2. Mr. Edgar Bernhard
Office of the Solicitor
War Relocation Authority
Whitcomb Hotel Building
San Francisco, California

WAR RELOCATION AUTHORITY

Office of the Solicitor

WASHINGTON

January 26, 1943

SOLICITOR'S MEMORANDUM NO. 10 (1942) REVISED

Supplement No. 1

Subject: Purchase of law books

Paragraph 17 of Solicitor's Memorandum No. 10 (1942) Revised lists the law books that each Project Attorney is authorized to purchase through the procurement or supply officer at the relocation center without the prior approval of the Solicitor. This supplement will authorize the purchase of a legal form book, the cost of which is not in excess of approximately \$15.00, if it is needed in the Project Attorney's office.

The Project Attorney may determine the particular form book he wishes to buy. Some form books have been prepared with special reference to the statutes and decisions of particular States. Others have been prepared for general use. The following are in general use and are recommended when no satisfactory State form books are available:

Cowdrey's Forms, Bancroft Whitney (1933)-
\$15.00 (adapted for use particularly in
the Western States)

Cutler's Tiffany Form Book, Vernon (1927) -
\$15.00

Jones' Legal Forms, Bobbs-Merrill (1930) -
\$15.00

Lewis A. Sigler

Lewis A. Sigler
Acting Solicitor

WAR RELOCATION AUTHORITY
Office of the Solicitor
WASHINGTON

OCT 30 1942

SOLICITOR'S MEMORANDUM NO. 10 (1942)

Amendment 1

1. Each Regional Attorney and each Project Attorney shall send direct to Mr. Maurice Walk, Consultant on Litigation, a copy of his weekly report and a copy of every opinion issued by him. The copy of the report sent to Mr. Walk need not be accompanied by copies of the attachments. Each Regional Attorney shall also send direct to Mr. Walk copy of his replies to reports of Project Attorneys.

2. Paragraphs numbered 4, 5, 6, 7, and 11 of Solicitor's Memorandum No. 10 (1942) are amended accordingly.

3. Mr. Walk's address is as follows:

Mr. Maurice Walk
2150 Cleveland Avenue
Chicago, Illinois

Philip M. Glick

Solicitor

WAR RELOCATION AUTHORITY
Office of the Solicitor
WASHINGTON

November 5, 1942

SOLICITOR'S MEMORANDUM NO. 10 (1942)

Revision of Amendment 1

Mr. Walk's address as given in Amendment 1 should be
changed to read as follows:

Mr. Maurice Walk
33 North LaSalle Street
Chicago, Illinois

Philip M. Glick

Solicitor

WAR RELOCATION AUTHORITY
Office of the Solicitor
WASHINGTON

OCT 23 1942

SOLICITOR'S MEMORANDUM NO. 11 (1942)

Subject: Relation of Administrative Instruction No. 57
and Form WRA-121 to weekly reports required
under Solicitor's Memorandum No. 10 (1942)

I have just initialed a proposed Administrative Instruction that will probably be issued within the next day or two as Administrative Instruction No. 57. That Instruction will require the reports officer on each project to prepare certain monthly and weekly reports for the Director and for the Regional Directors. These reports are designed to give the administrative people in Washington and in the Regional offices certain information concerning the administration of the relocation centers.

In the course of the preparation of Administrative Instruction No. 57 we had to decide whether the weekly and monthly report forms should include summaries of the work performed by the office of the Project Attorney. We decided that it was desirable for the reports prepared under Administrative Instruction No. 57 to include summaries of the work of the office of the Project Attorney. That part of the report is required under the Instruction to be submitted on Form WRA-121 that will accompany the Instruction.

This decision was made in order that the administrative people may secure a complete picture of the administrative work being performed at the center. Form WRA-121 is, therefore, designed to give the administrative people such information as they need to have concerning the work of the office of the Project Attorney.

It should be clear, therefore, that the report forms required under Administrative Instruction No. 57 do not in any way supplant, or lessen the necessity for, the reports required under Solicitor's Memorandum No. 10 (1942).

The primary responsibility for the preparation of the reports required under Administrative Instruction No. 57 will rest with the reports officer on the project. He is expected to bring a blank copy

WAR RELOCATION AUTHORITY

Office of the Solicitor

WASHINGTON

- 2 -

of the appropriate form with him to the head of each office or division on the project that is to submit a report, and to fill in the report blanks on the basis of the information supplied him by the head of the division or office.

We have a great deal to gain from taking advantage of this opportunity to inform the administrative people more fully concerning the work of the offices of the Project Attorneys. I hope each Project Attorney will go out of his way to assist the project's reports officer in preparing an adequate and useful report on Form WRA-121. I hope that each Regional Attorney will make it part of his regular routine to examine the report forms received in the regional office and make such comments thereon to the Project Attorneys as may be necessary.

So far I have discussed how these reports can be made useful to the administrative people. I want to point out also that these reports can be of value to the lawyers. Each Regional and Project Attorney should make arrangements with the administrative people to enable him to examine the report forms submitted by all divisions on the projects under this Instruction. I am sure we will benefit from this opportunity to learn in greater detail the progress of administrative work on the centers.

I am not certain that Form WRA-121 is adequate for its purposes. I shall welcome suggestions from the Regional and Project Attorneys on how the form can be improved.

Philip M. Glick

Solicitor

WAR RELOCATION AUTHORITY
Office of the Solicitor
WASHINGTON

November 9, 1942

SOLICITOR'S MEMORANDUM NO. 12 (1942)

Each Regional Attorney and Project Attorney should receive regularly the daily Congressional Record and the daily Federal Register. Any attorney who does not now receive these documents daily should make whatever arrangements may be necessary.

I am arranging to place each Regional Attorney and Project Attorney on the mailing list of the United States Department of Agriculture to receive a copy of the daily summary issued by that Department of the contents of the Congressional Record and the Federal Register. I have made arrangements with the Department of Agriculture for them to include in their daily summary items that would be of special interest to the WRA.

Philip M. Glick
Solicitor

WAR RELOCATION AUTHORITY
Office of the Solicitor
WASHINGTON

NOV 27 1942

SOLICITOR'S MEMORANDUM NO. 13 (1942)

All the law books now available for use in the Washington office will be gathered together in room 719 as the Law Library of the office. Forrest T. Hoyt has been designated the librarian, and will be responsible for cataloging and maintaining the library. As soon as possible a catalog or reference list of all books and pamphlets in the library will be prepared.

Philip M. Glick

Solicitor

WAR RELOCATION AUTHORITY
Office of the Solicitor
WASHINGTON

DEC 5 1942

SOLICITOR'S MEMORANDUM NO. 14 (1942)

I wish that each Project Attorney would send me at least one and, where convenient, two copies of the plan of government prepared by the organization commission at each center, pursuant to Administrative Instruction No. 34, as soon as it is available. (I have already received the plan of government, called a "charter", prepared at the Granada Relocation Center, and the "Judicial Manual" prepared at the Manzanar Relocation Center.)

Philip M. Glier

Solicitor

WAR RELOCATION AUTHORITY

Office of the Solicitor

WASHINGTON

DEC 9 1942

SOLICITOR'S MEMORANDUM NO. 15 (1942)

In Solicitor's Opinion No. 38, it was concluded that penalty envelopes may be used by evacuee lawyers assigned to the office of the Project Attorney to mail letters which they have written and signed in the course of rendering legal assistance to evacuees. However, in order to avoid having the propriety of using penalty envelopes in such cases questioned by local postmasters, who, of course, usually are not aware of the circumstances justifying the use of penalty envelopes in these instances, the name of the evacuee lawyer should not appear on the penalty envelope. Instead, there should be typed under the frank the name of the relocation center from which the letter is sent and the caption "Office of the Project Attorney."

Also, it was pointed out in Solicitor's Opinion No. 38 that "where information is desired from an addressee to whom a letter is sent in a penalty envelope, it will be permissible to enclose self-addressed franked envelopes for use by the addressee in transmitting the information." Such envelopes should be self-addressed as in the following illustration:

Office of the Project Attorney
Colorado River Relocation Center
War Relocation Authority
Poston, Arizona

Philip M. Glick