

FDIC

Federal Deposit Insurance Corporation

Washington, D.C. 20429

Office of the General Counsel

October 1998

The Federal Deposit Insurance Corporation (“FDIC”) promotes stability in the banking industry, and more broadly, in our economy as a whole. As a provider of deposit insurance for banks and savings associations and as a manager or liquidator of assets and liabilities of closed insured institutions, the FDIC strives to minimize costs to the federal deposit insurance funds associated with these efforts.

The Legal Division’s role is to support the mission of the FDIC by providing high-quality legal representation and advice in the most practicable, efficient and cost-effective manner. While much of this work is handled in-house, the Legal Division may engage outside counsel to assist in the representation of the FDIC. During the banking “crisis” of the preceding decade, the FDIC relied heavily on outside counsel given the large volume of legal work. With the improved health of financial institutions and the subsequent decline in legal work, the FDIC’s need for outside counsel has declined dramatically. The Legal Division anticipates a limited need for outside counsel in the future.

The Outside Counsel Deskbook (“Deskbook”) identifies the requirements that the Legal Division places on outside counsel performing legal services for the FDIC. The Deskbook also sets forth many of the policies and procedures that govern the relationship of the FDIC with outside counsel, as well as our expectations of outside counsel.

We expect our outside counsel and every professional we retain to read and comply with the terms of the Deskbook. This Deskbook supersedes the prior Outside Counsel Deskbook (June 23, 1997) and all prior Guides for Outside Counsel.

William F. Kroener, III
General Counsel

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December 1, 1998

Introduction

Purpose

The Outside Counsel Deskbook (“Deskbook”) has been prepared by the Legal Division (“Legal Division” or “Division”) of the FDIC. The Deskbook is designed to provide information to attorneys and law firms who are engaged to represent the interest of the FDIC (“Outside Counsel” or “firm”). It sets forth the FDIC’s requirements and many of the terms of the relationship between the FDIC and Outside Counsel. It is important that Outside Counsel read, maintain familiarity with and adhere to the provisions in the Deskbook.

The Deskbook includes the policies, procedures, and forms that the FDIC requires its Outside Counsel to follow and use. Each chapter covers a key area of interest and the appendices provide additional information, forms and worksheets.

The Deskbook is available in printed form and through the FDIC Internet site (<http://www.fdic.gov/buying/legal/outside/index.html>). The Deskbook supersedes all prior *Guides for Outside Counsel* (“Guides”) including the *Guide for Outside Counsel* prepared by the Legal Division of the Resolution Trust Corporation (“RTC”) and the prior Outside Counsel Deskbook (June 1997).

Effective Date

The effective date of the Deskbook is December 1, 1998. The Legal Division may amend the Deskbook from time to time. Amendments shall be effective on the dates specified by the Legal Division.

Organization

Included within the Deskbook are:

- *Policies and procedures* – which you must follow when performing legal services for the FDIC.
- *Forms* – which are provided in the appendices and are referenced within the text of the corresponding chapter.

- Blank forms are provided and some completed forms are also provided as samples. The forms can also be printed from the FDIC Internet site (<http://www.fdic.gov/buying/legal/outside/deskbook/index.html>).

Internet Access

1. Access the Internet and type <http://www.fdic.gov> in the Location bar at the top of the screen, and press Enter.
2. Click on the **Public Info** icon, then click on **Manuals, Directives & Policies**, and finally click on **Outside Counsel Deskbook**. Click on the Chapter, Appendix, or Form you wish to access or print.
3. We recommend you add the Outside Counsel Deskbook to your Internet Bookmarks by clicking on **Bookmarks** and **Add Bookmark**.

Inquiries

For further assistance with FDIC's policies and procedures, contact the FDIC office overseeing your Legal Services Agreement at the following addresses and telephone numbers.

FDIC Legal Division
Attn: Outside Counsel Liaison
550 17th Street NW, Room H-10015
Washington, D.C. 20429-9990
(800) 846-1901
(202) 736-0050
(800) 934-3342 (TDD)
(202) 736-0415 (fax)

FDIC Legal Division
Attn: Outside Counsel Coordinator
1910 Pacific Avenue
Dallas, Texas 75201
(972) 761-8429
(800) 568-9161
(972) 455-7094 (fax)

FDIC Legal Division
Attn: Outside Counsel Coordinator
101 East River Drive
East Hartford, Connecticut 06108
(860) 291-5000
(800) 873-7785
(860) 291-5114 (fax)

Refer to [Appendix A](#) for a list of contacts referenced in the Deskbook. For further assistance or inquiries concerning a specific legal matter, contact the FDIC attorney overseeing the legal matter.



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