

The Organization Executive Course

by
L. Ron Hubbard

**EXECUTIVE
DIVISION**

**VOLUME
7**

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HCO POLICY LETTER OF 3 FEBRUARY 1966

Issue I

Remimeo
SH and WW Only
Exec Sec Hats
Executive Hats
All HCO
Mail Point Hats
All Phone Point Hats
To Be Enforced by
Dir Comm and
Ethics

IMPORTANT

**LEGAL, TAX, ACCOUNTANT AND SOLICITOR
MAIL AND LEGAL OFFICER**

There is all manner of legal-type letters, government letters, accounting notices, assessments and such and phone calls received by persons in the org and this PL FORBIDS it being routed all over the org to anyone and everyone.

IT ALL GOES TO THE LEGAL OFFICER.

I don't care *who* it is addressed to or who is being called for, if it looks or sounds lawyer or legal or tax or Town and Country Planning or Council or *anything* like legal or government, IT MAY NOT BE ROUTED TO ITS ADDRESSEE but *must* FIRST go to the Legal Officer only.

Anyone found *holding* or receiving or *finding* any legal or tax or planning matter or letter or phone call without its being routed first and at once to the Legal Officer will be reported at once to Ethics and Ethics is to hold a hearing.

The Legal Officer is hereby authorized to have a clerk. The clerk is to keep legal files and is to receive all such legal matters, letters, summonses, etc.

The Legal Clerk may then xerox a copy and send the copy only to the addressee. But must keep the original and must show it to the Legal Officer before even a copy is sent.

ALL OUTGOING MAIL to attorneys, tax cruds, the alleged government, the Council, etc., AND A FULL RECORD OF EVERY VERBAL CONFERENCE ON SUCH MATTERS must be sent to the Legal Officer BEFORE MAILING or before being held binding and must not be sealed or ratified before so sending it to the Legal Officer.

NO STENO may mail a legal-type letter or get it signed unless it is FIRST SENT TO THE LEGAL OFFICER FOR OKAY.

Without that okay it may not be signed or mailed.

No officer, executive or person in the organization may make legal contacts or commitments or arrangements that are not approved by the Legal Officer.

Any phone or telex operator receiving a request from an executive for a legal or government outgoing connection must route it instead to the Legal Officer.

RECEPTION MUST ROUTE ALL LEGAL-TYPE BODIES ONLY TO THE LEGAL OFFICER AND TO NOBODY ELSE EVER.

Note: The government is so dispersed it mails anyone's mail to anybody (absolute fact), and the most dangerous notices may get sent to the most unlikely places and parts of the org. In the recent accountancy emergency, it was conclusively proven that a suppressive always selects wrong targets and that includes wrong addressees. The most vital notices were being sent to anyone whose name was handy.

THE LEGAL OFFICER

The purpose of the Legal Officer is to help LRH handle every legal, government, suit, accounting and tax contact or action for the organization and, by himself or employed representative, to protect the organization and its people from harm and to bring the greatest possible confusion and loss to its enemies.

This purpose can only be carried out if *every* piece of mail incoming and outgoing that has to do with legal matters, tax matters, Town and Country Planning matters, government matters, solicitor matters of any kind passes through his hands and is fitted by him into the tactics and strategy agreed upon or formulated by the Legal Section.

The Legal Officer may not take direct orders from anyone but myself, policy letters and Sec EDs, and obstructing him in the performance of his duty is a crime and must be followed by a Committee of Evidence.

L. RON HUBBARD
Founder