



Daily

Collect mail

Sort unopened mail

Sort opened mail

Register mail

Check mail compliance

Acceptable?

No

Yes

Compile mail document requisition

Capture mailed document matter details

Prepare mailed document response

Receipt P&E fee payment

Capture P&E party details

Print physical file

Registry

Cashier

No

Yes

Compile mail document requisition

Capture mailed document matter details

Prepare mailed document response

Receipt P&E fee payment

Capture P&E party details

Print physical file