Office of Administrative Hearings (OAH) Procedures Transmittal		Transmittal Number:	06-18
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ALB OAH Staff X UPS ALJs X Upstate LDSS		Subject:	
SUP ALJs X		Upstate	Calendar Restriction Mailbox
NYC OAH Staff 🔀 NYC ALJs 🗌 NYC Agencies			
SUP ALJs			

A new mailbox has been created for use by the Upstate county fair hearing contacts to be used to notify the Office of Administrative Hearings of specific dates on which fair hearing calendars should be restricted. Currently, emails notifying OAH that county offices are closed or representatives are unavailable are directed to either the OAH Liaison Unit, the supervisor of the Scheduling Unit, etc. In an effort to streamline the receipt of these communications, future emails should be forwarded to:

otda.dl.hear.upstate.calendar

(if using the Global Address List)

- or -

otda.dl.hear.upstate.calendar@otda.state.ny.us (for those outside the Global Address List)

Use of one of these email addresses will result in direct notification to staff responsible for calendar management. Please be sure to provide as much notice as possible bearing in mind that calendars are arranged three weeks prior to actual scheduling dates. Also, please be aware that there is no guarantee that requests can be accommodated but will be considered based on mandated scheduling timeframes and existing workload.

If there are any questions with respect to this transmittal, you may contact your supervisor or Susan Fiehl at (518) 473-4779 or via email <u>susan.fiehl@otda.state.ny.us</u>.

Mark Jacuita

Mark Lacivita, Director of Administration Office of Administrative Hearings