Office of Administrative Hearings (OAH)	Transmittal Number: 95-06
Procedures Transmittal	Date: March 14, 1996
Distribution:	
ALB OAH Staff [x] UPS ALJs/ [ ] Upstate LDSS [ ]   SUP ALJs [ ]	Subject: Filing of Withdrawn and Defaulted Fair Hearing Cases
NYC OAH Staff [x] NYC ALJs/ [] NYC Agencies []   SUP ALJs []	-

Effective March 1, 1996, Withdrawn and Defaulted Fair Hearing files will be filed similarly to Heard files in scheduled date order and fair hearing number order within each scheduled date. In instances where a confirmed withdrawal has been received prior to a scheduling date being assigned, the case will be filed according to disposition date. (Withdrawn and Defaulted files with hearing dates prior to March 1, 1996, will be filed by month in fair hearing number order.)

This change requires that NYC Calendar Management staff forward defaulted files to Albany on a daily basis and that MA and OES offsite staff forward files to 80 Centre Street on a daily basis to avoid unnecessary accumulation of case files which will create difficulties for the Scheduling Unit in sorting and filing large numbers of mixed date files.

Since the withdrawn and defaulted files are currently in the process of being moved from their current file location, until further notice, staff wishing to retrieve a withdrawn or defaulted fair hearing file should ask for assistance from Joe Verrastro or any File Management staff member, and should not attempt to pull the file. As it will take some time to empty the lektrievers and organize the files into their permanent location, your patience is important during this transition phase.

If you have any questions regarding this new procedure, please contact Susan Fiehl at 473-4779 or e-mail 90J029.