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Office of Administrative Hearings (OAH)	Transmittal Number: 96-10
Procedures Transmittal	Date: March 25, 1996
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Distribution:	
ALB OAH Staff [x] UPS ALJs/ [ ] Upstate LDSS [ ]	Subject: Label Coding to Indicate "Next Available Calendar"
NYC OAH Staff [x] NYC ALJs/ [] NYC Agencies []   SUP ALJs []	"N" Scheduling Status

To assist in scheduling fair hearings adjourned by the Administrative Law Judge (HADG) to be scheduled on the next available calendar, NYC Calendar Management staff will place the letter "N" in red ink on the right-hand side of the white file label (directly next to the due date). This will eliminate the need to staple a note to the file. Care should be taken to write the "N" on the most current label if there are multiple labels.

While this new procedure has been established primarily for HADG cases, it also applies to any type of general adjournment (OADG) case that needs to be placed on the next available calendar.

Upon receipt of the file in the Albany office and at the time of "foldering," any cases with the "N" notation will be placed in "N" scheduling status by Scheduling Unit staff.

Any questions regarding this new procedure can be directed to Sue Fiehl at 473-4779, or e-mail at 90j029.

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Mark Lacivita, Director of Administration Office of Administrative Hearings