

<b>Office of Administrative Hearings (OAH) Procedures Transmittal</b>	<b>Transmittal Number:</b>	02-06
<b>Distribution:</b>	<b>Date:</b>	February 25, 2002
	<b>Page:</b>	1 of 1
	<b>Subject:</b>	Monroe County DSS Adjournment Part
ALB OAH Staff <input checked="" type="checkbox"/> UPS ALJs <input checked="" type="checkbox"/> Upstate LDSS <input checked="" type="checkbox"/>		
	SUP ALJs <input checked="" type="checkbox"/> (Monroe Only)	
NYC OAH Staff <input checked="" type="checkbox"/> NYC ALJs <input type="checkbox"/> NYC Agencies <input type="checkbox"/>		
	SUP ALJs <input type="checkbox"/>	

Effective Tuesday, March 5, 2002 and continuing every other Tuesday afternoon, (March 19, April 2, etc.) an additional calendar will be scheduled for Monroe County, designated as an adjournment part calendar. The afternoon calendar will be a traditional adjournment calendar; the same as we currently schedule in Erie County and Nassau County except it will be every other Tuesday afternoon. (The Suffolk County adjournment part calendar will continue to be held in both the morning and afternoon every Wednesday.)

As with the other adjournment calendars, use of this part calendar in Monroe County will be restricted to only date certain adjournments processed in the Albany Communications Intake Unit. A calendar has been provided in the Communications Intake Unit that should be consulted and noted appropriately upon granting an adjournment in Monroe County. The Administrative Law Judges should not adjourn cases to this calendar.

In addition to the afternoon Monroe County part calendar, there will be a morning calendar that will consist of nine previously generally adjourned cases. The morning calendar will be scheduled every other Tuesday, starting March 5, 2002, running concurrent with the adjournment part calendar. Communications Intake Unit staff and the Administrative Law Judges should not adjourn cases to the morning calendar. The Administrative Disqualification Hearings for Monroe County will only be scheduled on the alternating Tuesdays, as needed. The calendar schedule for Monroe County will, therefore, be as follows:

Monday:     Single calendar  
Tuesday:     Week A: Morning calendar for previously adjourned hearings  
                  Afternoon adjournment part calendar  
                  Week B: Administrative Disqualification Hearings and regular calendar  
Wednesday: Double calendar  
Thursday:    Single calendar  
Friday:       Double calendar

If there are any questions with respect to this transmittal, you may contact your supervisor or Sue Fiehl at (518) 473-4779 or via email [90J029@dfa.state.ny.us](mailto:90J029@dfa.state.ny.us).



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Mark Lacivita, Director of Administration  
Office of Administrative Hearings