



Returning Refiles:

In order to ensure that refiles do not get misplaced, refiles of HEARD cases are to be returned to the "Refile" box that is located by the lektriever. (This does NOT pertain to those files with blue highlighting, which should be returned directly to the attention of the supervisor of the File Management Unit, as advised in OAH Transmittal 97-11).

If you have any questions regarding the above procedures, please contact Sue Fiehl at 473-4779 or via e-mail 90j029.

&f0s554y3x1S

---

Mark Lacivita, Director of Administration  
Office of Administrative Hearings