



In the event that there are no labels available, the Fair Hearings Data Sheet must be completed by Triage, SOS and MAR/TRAN staff pursuant to procedures in place prior to the new label system.

If a label has been placed on the file and is subsequently sent to be heard by an Administrative Law Judge, Triage, SOS, or MAR/TRAN staff should cross out the label. Albany staff will only look inside the file for a Fair Hearings Data Sheet if there is no label or a crossed-out label on the face of the file. At the time of folder receipt in Albany, Administrative Support Unit staff will enter onto FHIS the data recorded on either the label or the Fair Hearings Data Sheet. Any questions can be directed to your supervisor.

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Mark Lacivita, Director of Administration  
Office of Administrative Hearings