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| Office of Administrative Hearings (OAH) | Transmittal Number: 96-39 |
| Procedures Transmittal | Date: November 13, 1996 |
| | Page: 1 Of 1 |
| Distribution: | |
| ALB OAH Staff [x] UPS ALJs/ [x] Upstate LDSS [] | Subject: Accessing Office of Administrative Hearings (OAH) Transmittals in the FORM Drawer |
| SUP ALJs [x] | |
| NYC OAH Staff [x] NYC ALJs/ [x] NYC Agencies [] | |
| SUP ALJs [x] | |

Three files have been created in the FORM drawer on the "W" drive where all Office of Administrative Hearings (OAH) Transmittals issued to date will be maintained. This will allow OAH staff to view or print out a transmittal when necessary and will eliminate the need to establish and maintain their own file for these documents. (The maintenance of Transmittals in the FORM drawer does not supersede the customary distribution of these documents.) To access the FORM drawer, you may follow these steps:

- You must be signed onto the OA System in order to access the FORM Drawer.
- Press "On-line Menu" or the F12 key (depending on your keyboard) and cursor over to "Change File Drawer."
- Type the word FORM.
- Press Return.
- Press "Options" (F1) and type W at the File List line.
- Press Return.
- Cursor down to one of the following files:
 - 96 OAH Trans 1996 OAH Transmittals: to access transmittals which have been released in calendar year 1996.
 - 95 OAH Trans 1995 OAH Transmittals: to access transmittals which were released in calendar year 1995.
 - 93-94 OAH 1993/94 OAH Transmittals: to access transmittals which were released in calendar years 1993 and 1994.

You must remember to switch from the FORM drawer to your own drawer when you are finished utilizing the files. To switch back to your own drawer, Hearing Officers may use Softkey #8, others press "On-line Menu" or F12 (depending on your keyboard) and cursor over to "Change File Drawer," type your user-id number, and press Return.

For your convenience, the Table of Contents, indicating the subject of every transmittal issued in that particular year, will be the top document of each file. If you have any difficulties accessing the FORM drawer, please notify Jackie Donovan at (518) 473-4989 or via e-mail, LA0021. If you have questions regarding this transmittal, please contact Sue Fiehl at (518) 473-4779 or via e-mail, 90j029.

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Mark Lacivita, Director of Administration
Office of Administrative Hearings