

Office of Administrative Hearings (OAH)	Transmittal Number: 95-32
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Distribution:	
ALB OAH Staff <input checked="" type="checkbox"/> UPS ALJs/ <input checked="" type="checkbox"/> Upstate LDSS <input type="checkbox"/>	Subject: Reporting General A/C Adjournments
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It is no longer necessary for Upstate Administrative Law Judges to call in General Aid-Continuing Adjournments to the Albany Communications Intake Unit. Due to the elimination of daily telephone contact with local districts precipitated by electronic processing, this information is conveyed on-line to local districts once the calendar disposition is entered. ALJs should continue to note general A/C adjournments on the file and call in these dispositions to Karen Giminiani in the Scheduling Unit at (518) 473-3559.

It is still required that Upstate ALJs call in to the Albany Communications Intake Unit those cases adjourned for the following reasons:

- . Definite date adjournments
- . Cases adjourned to amend an issue or agency
- . Cases adjourned for the Albany office to
 arrange for an interpreter
- . Cases determined to require a change in aid status

Calling in the above information to the Intake Unit at (518) 473-7054 or (518) 486-1220 rather than simply noting it on the file or mentioning it when the calendar dispositions are called in ensures that the case is properly set up on the rescheduled date and eliminates the need for subsequent adjournments.

This change in the need to call in general A/C adjournments to the Intake Unit should not create confusion in the practice of calling in calendar dispositions to Karen Giminiani in the Scheduling Unit following each day's hearings. Daily reporting of calendar dispositions must continue for all dispositions, including general A/C adjournments. Any questions can be directed to Sue Fiehl at (518) 473-4779 or via e-mail 90j029.

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