

Office of Administrative Hearings (OAH)	Transmittal Number: 94-29a AMENDED
Procedures Transmittal	Date: May 13, 1994
Distribution:	
ALB OAH Staff [x] UPS SUP. [ ] Upstate LDSS [ ] Info Only ALJs	Subject: File Folder Revision (NYC)
NYC OAH Staff [x] NYC SUP. [ ] NYC Agencies [ ] Info Only ALJs	

The attached revised file folder is being provided for your information and to share with your staff. When completing the checkoff boxes, there is no need to fill in the REASON CODE which represents the Adjournment Reason Code since this information is entered on either the Request for Schedule Modification form (DSS-2846 or the ALJ Memo by appropriate staff. The TO: Refers to the Date to which the hearing is adjourned. ALJ REMARKS under INTERPRETER NEEDED is unnecessary; please make all Remarks in the appropriate REMARKS/CHANGES space--utilizing this space particularly to note changes in category, issue or agency.

As a reminder, the DEFAULT box was intentionally left off the new file folder. Future file labels will include a checkoff for defaults to allow for recycling of files. Appropriate staff should continue the practice of handwriting a "D" on the labels until these new labels are available.

These file folders will start appearing for calendars scheduled over the next several weeks. Any questions can be referred to Sue Fiehl at (518) 473-4779 or via e-mail at 90J029.

Attachment

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Mark Lacivita, Director of Administration  
Office of Administrative Hearings