Office of Administrative Hearings (OAH)	Transmittal Number: 94-34
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Distribution:	
ALB OAH Staff [X] UPS ALJs/ [X] Upstate LDSS [] SUP ALJs	Subject: Default Checkoff Box on File Folder Label
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With respect to the information provided in OAH Transmittal 94-12 and 94-29a (amended), the system change to generate labels with a "Default" checkoff box will take effect on May 31, 1994.

At such time as this revision appears on the file folder label, staff responsible for annotating the disposition of default cases should use this new check-off box and discontinue the practice of handwriting a "D" on the label. Any questions can be referred to Sue Fiehl at (518) 473-4779 or via e-mail at 90J029.

Mark Lacivita, Director of Administration Office of Administrative Hearings