

Office of Administrative Hearings (OAH) Procedures Transmittal		Transmittal Number: 07-03
Distribution:		Date: January 23, 2007
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ALB OAH Staff <input checked="" type="checkbox"/>	UPS ALJs <input checked="" type="checkbox"/>	Upstate LDSS <input checked="" type="checkbox"/>
	SUP ALJs <input checked="" type="checkbox"/>	
NYC OAH Staff <input checked="" type="checkbox"/>	NYC ALJs <input type="checkbox"/>	NYC Agencies <input type="checkbox"/>
	SUP ALJs <input type="checkbox"/>	
		Subject: Hearing Room Display Signs and Instructions

The Office of Administrative Hearings has created a sign that requires posting in the waiting area utilized by clients appearing for administrative hearings in your local district. We are providing you via regular U. S. mail, two laminated signs in English and Spanish as well as an initial supply in hardcopy form that should be provided to all clients appearing for hearings. (See attachment). These may be reproduced locally or you can request additional supplies from our office.

If you need additional English or Spanish-language signs, or to obtain future hand-out supplies, please contact the OAH Liaison Unit at 518-474-8787 or via email at intakeupstate.hearings@otda.state.ny.us.

If there are any questions with respect to this transmittal, you may contact your supervisor or Susan Fiehl at (518) 473-4779 or via email susan.fiehl@otda.state.ny.us.



Mark Lacivita, Director of Administration
Office of Administrative Hearings

New York State
Office of Temporary and Disability Assistance

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INFORMATION
FOR PERSONS ATTENDING
FAIR HEARINGS

- **YOU WILL BE CALLED FOR YOUR HEARING USUALLY IN THE ORDER THAT YOU SIGNED IN.**
- **PLEASE STAY IN THE WAITING AREA SO THAT YOU CAN HEAR YOUR NUMBER OR NAME CALLED.**
- **NOTIFY THE AGENCY REPRESENTATIVE OF ANY SCHEDULING PROBLEMS WHO WILL ADVISE THE HEARING OFFICER.**
- **IF FOR ANY REASON YOU HAVE TO LEAVE BEFORE YOUR HEARING IS CALLED, PLEASE TELL THE AGENCY REPRESENTATIVE WHO WILL ADVISE THE HEARING OFFICER.**