

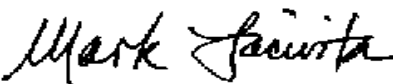
Office of Administrative Hearings (OAH) Procedures Transmittal	Transmittal Number:	02-19
Distribution:	Date:	September 10, 2002
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	Subject:	CNS Delayed Batches
ALB OAH Staff <input checked="" type="checkbox"/> UPS ALJs <input type="checkbox"/> Upstate LDSS <input type="checkbox"/>		
	SUP ALJs <input type="checkbox"/>	
NYC OAH Staff <input checked="" type="checkbox"/> NYC ALJs <input type="checkbox"/> NYC Agencies <input type="checkbox"/>		
	SUP ALJs <input type="checkbox"/>	

Occasionally, OAH is notified of a delay occurring in the mailing of a particular batch of Client Notice System (CNS) notices. These lists will be stored in a file in Public Folders. The sequence of steps necessary to reach the lists is as follows:

All Public Folders\ Statewide\ OTDA\ Hearings\ Delayed CNS Notices.

If necessary, a search for a particular notice can be accomplished by utilizing the "Find" function and entering the CNS notice number. You can use "Find" by clicking on the "Find" button and filling in the "Look for" box. Make sure the "Search all text in the message" box is checked. Alternatively, the "Find" function can be found under "Tools."

If there are any questions with respect to this transmittal, you may contact your supervisor or Sue Fiehl at (518) 473-4779 or via email 90J029@dfa.state.ny.us.



 Mark Lacivita, Director of Administration
 Office of Administrative Hearings