



Originating Cluster:
Seniors and People with Disabilities

Authorized by: James Toews, Assistant Director

Date: December 9, 2003

Signature

To:	AAA Directors and Program Managers CHS Central Office Managers CHS SDA Managers CHS SDA Assistant Managers	CHS/SPD Line/Program Managers County DD Program Managers County Mental Health Directors SPD Central Office Staff
Subject(s):	Hearing Orders distributed by the Office of Administrative Hearings	
Due date:	December 23, 2003	AR Number: SPD-AR-03-001

Action Required: The Office of Administrative Hearings(OAH), formerly known as the Hearings Officer Panel, conducts all of the Department's contested case hearings and issues hearing orders, which contain the Administrative Law Judges' opinion. In order to minimize the amount of time it requires to provide copies of hearings orders to various parties within the Department, SPD/AAA has agreed to the following new procedure for the distribution of hearing orders to SPD/AAA offices statewide.

- The Office of Administrative Hearings (OAH) will send one electronic copy of each hearing order, by email to the designated local office SPD/AAA Hearings Representative.
- The OAH will also send one electronic copy by email to Amanda Gulliksen at SPD Central Office.
- The Hearings Representative for the local office will be responsible for distributing the hearing order to any other parties in their local office or District/Service Delivery Area who require a copy.
- Amanda Gulliksen at SPD Central Office will forward a copy to anyone in SPD Central Office who requires a copy of the hearing order.
- The OAH will no longer distribute paper copies of hearing orders.

So that this process may be implemented smoothly, SPD would ask that the local SPD/AAA offices do the following:

- Provide Amanda Gulliksen at SPD Central Office with their Hearing Representative(s) name(s), branch(es) and current email address(es).

- Set up an internal process for Hearings Representatives to distribute needed copies to local office and District/SDA staff who require copies of hearing orders.
- Hearing Representatives, or their designees, need to inform OAH when either the Claimant or SPD/AAA withdraws from a hearing.

If you have any questions about this information, contact:

Contact(s):	Mary L. Lang, Program Technician		
Phone:	(503)945-5799	Fax:	(503)373-7902
E-mail:	mary.l.lang@state.or.us		

To Submit Hearings Representative information, contact:

Contact(s):	Amanda Gulliksen, Administrative Support		
Phone:	(503)945-6451	Fax:	(503)373-7902
E-mail:	amanda.m.gulliksen@state.or.us		

Reason for Action: To create a more efficient and consistent process for distributing hearing orders.