

**ADMINISTRATIVE ORDER OF THE CHIEF JUDGE
OF THE NYC OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS (OATH)**

1. The Administrative Order dated December 31, 2021, signed by former Chief Judge Joni Kletter, is hereby rescinded and replaced by the instant Administrative Order, effective immediately.

2. Pursuant to the authority vested in the Chief Judge by section 1049(1) of the New York City Charter, and in keeping with OATH Rules of Practice for the Trials Division found in Title 48 of the Rules of the City of New York, all appearances before the OATH Trials Division, including conferences and trials, shall be conducted remotely (via videoconference or other remote means approved by the presiding Administrative Law Judge), unless an in-person appearance is ordered by the presiding Administrative Law Judge, in the judge's discretion. Such order may be requested by a party or may be issued *sua sponte* by the Administrative Law Judge.

3. An in-person appearance may be requested by sending an email, at least ten business days in advance of the scheduled proceeding, to the presiding Administrative Law Judge or the OATH Trials Division Calendar Unit at OATHCalUnit@OATH.nyc.gov, and properly serving the request on the opposing party. The opposing party may submit a response to the request to the person who made the request, the presiding Administrative Law Judge, and the OATH Trials Division Calendar Unit at OATHCalUnit@OATH.nyc.gov within three business days of receiving the request. For cases with expedited schedules, such requests and responses may be filed on a shorter timeframe. A party without access to email may make or oppose a request by calling the OATH Trials Division Calendar Unit at 212-933-3097. The parties may also submit joint requests on consent.

4. The presiding Administrative Law Judge will make a ruling and notify the parties. In assessing each request, the presiding Administrative Law Judge may take into account the tribunal's own logistical and operational factors in addition to the positions of the parties. When ordering an in-person appearance an Administrative Law Judge may permit certain individuals (e.g., witnesses, clients, counsel) to appear remotely for good cause shown.

5. Public access to trials may be in person or by remote means, in the discretion of the presiding Administrative Law Judge. All video appearances before the OATH Trials Division will be conducted by Cisco Webex (or a similar system approved by the OATH Trials Division), which is widely available at no cost to the parties or their counsel. An OATH employee will be available during video appearances for any party who needs assistance. All parties appearing via videoconference are expected to conduct themselves in the same manner as they would in an OATH courtroom.



Hon. Asim Rehman
Chief Administrative Law Judge, OATH

June 20, 2023