

**ADMINISTRATIVE ORDER OF THE CHIEF JUDGE
OF THE NYC OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS (OATH) WITH
RESPECT TO TRIALS CONDUCTED BEFORE OATH'S TRIALS DIVISION**

Pursuant to the authority vested in me by New York City Charter §1049(1)(a) and due to the emergency circumstances caused by the continuing COVID-19 outbreak in the City of New York, I direct that, effective immediately:

1. All trials 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 additional cost.
2. An OATH IT employee will be available during the trial for any party that needs assistance.
3. Attorneys and their clients may participate from one location or from separate locations.
4. All parties appearing via videoconference are expected to conduct themselves in the same manner as they would in an OATH courtroom.
5. An in-person trial may be requested by sending an email, at least five business days in advance to the assigned 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 within two business days. The assigned Administrative Law Judge will render a written decision and notify the parties. A party without access to email may make or oppose a request by calling the OATH Trials Division Calendar Unit at 347-820-4954.
6. A trial may only be conducted in-person if the assigned Administrative Law Judge determines that there is a particularized *compelling* need for an in-person proceeding and the proceeding can be conducted while providing sufficient social distancing and other public health protections to comply with state and local government public health guidelines. Factors indicating a compelling need include an inability to submit evidence by electronic means or a disability that prevents participation in a remote trial.

This order shall remain in effect until modified or rescinded.



Hon. Joni Kletter
Chief Administrative Law Judge, OATH

Dated: July 20, 2020