

July 29, 2009

Dear Parties:

The Office of Administrative Hearings, Special Education Hearing Division, is subject to Governor Schwarzenegger's Executive Order S-13-09 requiring furloughs for state offices. Pursuant to this Order, the Special Education Division will be closed on the first three Fridays each month until June 30, 2010. Any documents received on a furlough day will be processed as if it were received on that day.

In order to most efficiently and effectively institute the furloughs, the Special Education Division is taking the following steps:

- Any prehearing, settlement or trial setting conference currently set on a furlough day will be moved to the Wednesday immediately following the furlough. If the new dates are not acceptable, the parties are encouraged to agree upon new dates and notify OAH in writing of the preferred dates. The OAH website has a continuance form available that may be used to change the dates. The reason for change may be listed as "furlough."
- Any mediation currently set on a furlough day will be moved the following Tuesday. If the date is not agreeable, the parties should agree upon a new mediation date and notify OAH in writing of the new date. The OAH website has a continuance form available that may be used to change the dates. The reason for change may be listed as "furlough."
- If a hearing is currently scheduled to include a furlough Friday, you must work with the assigned judge to select one additional day for hearing if necessary. If the first day of hearing is on a furlough Friday, the hearing start date will be moved to the following Tuesday. Hearings will otherwise not be continued because of the furloughs.
- Prehearing conferences (and trial setting conferences when necessary) will be scheduled on Mondays and Wednesdays. We will no longer routinely set matters on Friday, even if it is a non-furlough Friday.
- Mediations will not be set on Mondays unless the parties specifically request that day. Mediations will otherwise be scheduled on any non-furlough day.

We apologize for any inconvenience this may cause, but we sincerely appreciate your cooperation and understanding during these unprecedented budgetary times.

Sincerely,  
Richard Clark  
Presiding Administrative Law Judge  
Office of Administrative Hearings  
Special Education Division