



Refer To:

Office of Disability Adjudication and Review  
2 West 2nd St.  
Ste. 450  
Tulsa, Oklahoma 74103  
Tel: 888-286-1124 / Fax: (918) 581-6725

November 5, 2013

Helen Lopez  
303 Pasco de Peralta  
Santa Fe, NM 87505

Dear Ms. Lopez:

In order to promote the efficiency of the hearing schedules of the Administrative Law Judges (ALJ) in our region, and to ensure an equitable assignment of the hearing requests for which you serve as the appointed representative, our hearing office has been designated as the permanent servicing office for hearing requests in which you are the appointed representative. Specifically, our office will be the servicing office for any pending hearing request that has not yet been scheduled for a hearing and for all newly submitted hearing requests. The Albuquerque ODAR will retain jurisdiction of those cases for which a hearing date has already been scheduled.

We have an approach to scheduling hearings for our ALJs that might be different from the methods you have experienced with other ODAR offices. Specifically, we do not call representatives prior to scheduling. Our ALJs exercise their right to set the time and place for a hearing. We normally schedule hearings 70-90 days in advance of the hearing date. We encourage all representatives with whom we work to submit any known preclusions from their availability no later than 90 days prior scheduling. For example, if you are aware that you have a conference to attend that would prevent your attendance at our hearings; you can submit the specific dates of that conference to our office 90 days prior to the month for which we are scheduling. If you have informed us of your non-availability in this manner, we will not schedule a hearing involving your clients on those dates.

If you receive a notice of hearing from us and find that you cannot attend that hearing, you must submit a written request for postponement to the assigned ALJ. Please include an explanation of the impediment that would prevent your attendance and evidence of such. All of our ALJs follow this practice and they will make a decision on your request. You should always assume that the hearing date remains as scheduled unless you are notified otherwise.

Our office uses one scheduler for the eleven ALJs assigned to our office. Currently, Kim R. Smith is the assigned scheduler for our office. You should submit your dates of non-availability to her. You can contact her via email at [Kim.R.Smith@ssa.gov](mailto:Kim.R.Smith@ssa.gov).

All of the hearings we schedule for which you are the appointed representative will be scheduled as video hearings. Initially we will use the video equipment located in the Santa Fe District Office located at 1922 Fifth Street. We will change locations sometime after the first of next year and the address for that new location in Santa Fe will be annotated on the hearing notices.

Form HA-L45 (03-2007)

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Any request for an in-person hearing, instead of a video hearing, should be submitted in writing from the claimant and must contain the specific reason that the claimant does not wish to attend by video. The assigned ALJ will make a decision on the request. Again, you should assume that the hearing remains scheduled as noticed unless you hear otherwise.

Please let me know if you have questions about this information.

Sincerely yours,



Len Witt  
Hearing Office Director