

## **Regarding COVID-19 and the Operations of the Office of Administrative Courts for General Services' Hearings**

The Office of Administrative Courts (OAC) remains open and will continue to conduct General Services' hearings. However, due to unprecedented events associated with the outbreak of COVID-19 in Colorado, the OAC will be instituting the following changes to the General Services Hearing dockets beginning March 17, 2020:

**All public benefits hearings (i.e., Food Assistance, Colorado Works/TANF, Medicaid, Adult Financial Assistance) will be conducted by telephone.**

- The OAC will not be scheduling face-to-face hearings in public benefit appeals either at the OAC or at local county or state department offices. All parties and witnesses will participate by telephone from other locations.
- The parties are responsible for providing the OAC with a phone number where they may be called at the date and time of the hearing in advance of the hearing.
- If any party or witness is unable to participate by telephone for any reason, they should contact the OAC and request an accommodation.

**The following procedures apply to all other types of in-person hearings at OAC:**

- For in-person hearings, please note that the number of persons who will be allowed to be present in the courtroom during the proceeding may be limited to counsel for the litigants and the parties themselves. All other anticipated lay or expert testimony should be taken telephonically or by deposition so as to adhere to the current social distancing practices in order to enhance the safety and wellbeing of all involved in the hearing process.
- If you are a party and would like to appear at the hearing in person, please notify the OAC in advance of the hearing so that the OAC can arrange for proper staffing.
- If you wish to convert an in person hearing to a telephone hearing, please file a written request with the OAC so we may provide the parties with instructions on participating in the telephonic hearing.
- Parties wishing to call witnesses by phone should also file written request with the OAC to insure that procedural arrangements have been made to ensure a smooth hearing and an accurate recording.
- For all hearings where at least one party and/or witness will appear by phone, all parties shall ensure that all parties and/or witnesses and the OAC receives


electronic copies of all documents and exhibits at least three (3) business days prior to the scheduled proceeding.

- Motions and pleadings may be submitted electronically to the OAC through the OAC's electronic case filing system, Court Link, or by email to the following general email account: [OAC-GS@state.co.us](mailto:OAC-GS@state.co.us).

The health and safety of the public working with the OAC is of paramount importance. To that end, please note that the above procedures are subject to change as the COVID-19 situation evolves. Should additional changes be warranted, you will be updated. In the interim, please note that the OAC is open and prepared to adjudicate the matters before the Court with the above noted modifications. Please feel free to contact any of our office with questions and/or refer to the OAC website for additional information.

Denver: (303) 866-2000

Sincerely,

Digital Signature:  


Matthew Azer  
Director & Chief Administrative Law Judge