

PROCEDURE FOR INTERPRETED IN-PERSON HEARINGS

The following procedures apply to in-person hearing requests by claimants for Spanish-language interpreted hearings in unemployment insurance cases. The Office of Administrative Hearings (OAH) will handle such requests in the following manner:

- First, the OAH staff will determine whether an in-person hearing is practicable in the requested geographical location.
 - An "in-person" hearing is one in which the administrative law judge (ALJ) is physically present in a hearing room with the claimant and interpreter. The employer and witnesses may choose to participate by telephone.
 - An in-person hearing is practicable if the OAH has the physical and/or human resources to conduct a hearing in the requested location. "Physical and/or human resources" are available if the OAH has a hearing room, necessary equipment, and an administrative law judge may conveniently travel to the location of the hearing. In-person hearings are generally practicable in Salem, Portland Metro, Eugene, Medford, and Bend.
- If an in-person hearing in the requested location is not practicable, the Office will arrange for the claimant and the interpreter to be at the same physical location for a telephone hearing.
 - The Office will try first to locate an Employment Department field office in which to hold the hearing.
 - If there is no field office within a convenient distance of the claimant, or if the field office lacks either a hearing room or necessary equipment, the OAH will arrange for the claimant and interpreter to be physically together at the office of the claimant's representative.