

New York State Division of Tax Appeals

Albany Hearing Attendance Instructions

Arrival at the Hearing Location

- Check-in will occur on the 3rd Floor of Agency Building 1.
- Each non-employee attendee at an in-person Division of Tax Appeals hearing will be asked to sign *TA-735 COVID-19: Outside Contact Log* (Log) upon arrival to the 3rd Floor of Agency Building 1. The Log will be available just outside the entry door.

YOU SHOULD NOT ENTER THE HEARING ROOM IF YOU:

- **Have flu like symptoms now or have had a fever within the last 24 hours; or**
- **Have tested positive for COVID within the last 5 days, or have been directed to isolate or self-monitor at home for COVID by any doctor, hospital or health agency.**

YOU MUST WEAR A MASK IN THE HEARING ROOM IF YOU:

- **Left isolation within the past 5 days after recovering from COVID; or**
 - **Have had close contact with a person testing positive for COVID within the past 10 days.**
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- Upon arrival and signing the Log, attendees will be allowed to enter the hearing room on the 2nd Floor and be seated in the attendees' chairs until the Administrative Law Judge (ALJ) arrives in the room. The court reporter will be allowed to go directly to the court reporter table. The ALJ will arrive in the hearing room after all attendees have entered.
 - If an attendee develops symptoms at any point in the process, the ALJ will order an immediate continuance of the hearing and all attendees will be directed to leave the hearing room. The ALJ will immediately notify the Supervising ALJ and Director of Administration.
 - The ALJ may add additional instructions in further correspondence.