



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
Office of Hearings and Appeals  
409 3<sup>rd</sup> Street, S.W., Suite 201  
Washington, D.C. 20024

March 13, 2020

To All Parties in Pending Cases:

All parties in cases pending before the HUD Office of Hearings and Appeals (“OHA”) are hereby notified that, due to the outbreak of Coronavirus Disease 2019 (COVID-19) that is now afflicting the United States, OHA’s physical office in Washington, D.C., may soon be closed. Updates on COVID-19 can be found at the website for the Centers for Disease Control and Prevention at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

In the event of an office closure, **OHA will nonetheless remain operational**. OHA judges, attorneys, and staff will carry out their duties remotely. To prepare for working remotely, the Court has instituted the following procedural changes.

**FILINGS.** In recognition of the possibility of future disruption to the Court’s ability to receive paper mail, the Court strongly recommends that, until further notice, all filings be submitted as email attachments, sent either to [alj.alj@hud.gov](mailto:alj.alj@hud.gov) for cases pending before an Administrative Law Judge (Judge Fernández or Chief Judge Mahoney) or sent to [oa.oa@hud.gov](mailto:oa.oa@hud.gov) for cases pending before an Administrative Judge (Judge Hall or Judge Manuel). Likewise, until further notice, hard copies of electronically filed documents should not be sent by mail, nor any delivery service.

If email is unavailable, filings may be made by facsimile (fax), with an identifying cover sheet, to the OHA fax device, at: (202) 619-7304. Faxed filings will automatically be saved digitally in portable document format (pdf) on the OHA computer shared drive. Until further notice, the Court will not enforce the published page limit specified for faxed documents.

**CHANGES TO REQUIREMENTS FOR ELECTRONIC FILINGS.** Ordinarily, the Court prefers to receive documents containing a pen-and-ink signature. However, until further notice, the Court will accept filings containing either a digital signature or the symbol “/s/” followed by a typewritten name indicating the named individual’s intent to sign the document. Such documents may later be subject to authentication or verification.

**GUIDANCE IN THE EVENT OF A SHUTDOWN OF OPERATIONS.** In the event that the COVID-19 outbreak leads to a shutdown of operations of the federal government or of HUD’s offices in Washington, D.C., OHA operations may cease, in which event OHA employees will not be permitted to perform their work duties until operations resume. In that case, all matters pending before OHA judges with deadlines established by the judge’s order (and not mandated by federal statute) will be automatically stayed. When OHA operations resume, a subsequent order will be issued by the presiding judge that will lift the stay and, if necessary, modify previously established deadlines.

  
Docket Clerk, HUD OHA