



**November 30, 2011**

**MEMORANDUM**

FROM: Glynn F. Voisin

Chief Administrative Law Judge

New Orleans Hearing Office

TO: Claimants' Representatives

**SUBJECT: Submission of Pre-Hearing Briefs, On-The-Record (OTR) Requests and Proposed Decisions in the FIT Format**

Our mission is to provide social security claimants with timely and legally sufficient hearings and decisions. In order that we may provide the very best service to the claimants and your clients, the judges of the New Orleans Hearing Office request the following:

**Concise Pre-Hearing Briefs**

This assists the judge in preparing for the hearing as well as being made aware of your theory of the case. **Please include page numbers of exhibits in your briefs.**

**On-The-Record (OTR) Requests**

Clearly label an OTR request "OTR Request," and submit as early as possible (but only when a request is appropriate). OTR requests are not appropriate in every case, and should be requested only when a fully favorable outcome is supported by the evidence in the record. Please specifically identify evidence that supports the OTR.

OTR requests should include a concise summary at the beginning of the brief outlining the argument, followed by a more detailed explanation specifically directing the judge's attention to evidence supporting a favorable decision from the alleged onset date.