

ESO Emergency Medical Motion Procedure

1. As motions are received, they are reviewed by the staff and those motions marked “urgent” or “emergency” or “for expedited review” or otherwise designated as potentially needing expedited handling are brought to the attention of the Executive Secretary or a Special Deputy Commissioner, on the same day of receipt, for consideration of shortening the time frame for response pursuant to Rule 609(4) or acting on the motion pursuant to Rule 609(5).
2. Upon review, the ES or SDC reviews the motion and the file and assesses whether and how much to shorten the time frame for a ruling. The request should fall into one of the following categories:
 - Same day review – For example, the motion is seeking the filling of a prescription that is about to run out.
 - 1-2 day review – For example, the motion is seeking the authorization of a procedure or appointment that is already scheduled and is imminent.
 - Shortened period for response – The circumstances are urgent, but there is no specific date at issue. A 5-day time period is generally allowed in such cases.
3. A fax memorandum or e-mail notice is sent to counsel and/or the parties informing them of receipt of the motion and the shortened response deadline. If same day review is allowed, an Order may be filed without a response pursuant to Rule 609(5).
4. Upon receipt of response or expiration of the deadline, whichever comes first, the motion is reviewed and evaluated, then an Order is issued and e-mailed to counsel/parties.

Adopted March 2008