

## **Procedure for Expediting Emergency Medical Motions Filed in the Deputy Commissioner Section**

When the Deputy Commissioner Section receives an emergency medical motion, it shall first be given to the Chief Deputy Commissioner who shall promptly record receipt of the motion and gather all relevant facts. Upon completion of a brief fact-finding stage, the Chief Deputy shall render a decision. Upon the Chief Deputy's timely decision, the Chief Deputy shall prepare a written Order and send it to all parties. A copy of the Order shall be maintained in the Chief Deputy's office.

If the Chief Deputy is absent from the office upon receipt of an emergency medical motion, the Chief Deputy's Legal Secretary shall refer the matter to any available Deputy Commissioner who, after attempting to contact the Chief Deputy, shall decide the matter. If the Chief Deputy and the Chief Deputy's Legal Secretary are both absent from the office, the recipient of an emergency medical motion shall deliver it to any available Deputy Commissioner whose Legal Secretary shall record receipt of the motion and return it to the respective Deputy Commissioner who, after attempting to contact the Chief Deputy Commissioner, may decide the matter. That Deputy Commissioner's Legal Secretary shall prepare the written Order and send it to all parties. A copy of the Order shall be forwarded to the Chief Deputy's office, where it shall be maintained.