

**OFFICE OF ADMINISTRATIVE HEARINGS
STATE OF CALIFORNIA
GENERAL JURISDICTION DIVISION**

Request for Security Services

Instructions

To request security for an upcoming mediation, settlement conference, prehearing conference or hearing parties should: (1) Complete this form and submit the request by Secure E-file or U.S. Mail, to the Presiding Administrative Law Judge of the appropriate OAH office and (2) Serve a copy of the request on all parties involved in the OAH case(s) by email (if arranged in advance with opposing parties), fax, or U.S. mail.

Any party or participant in a proceeding before OAH has authority to request security. To ensure appropriate safety measures are arranged, please include a brief explanation of the nature of the safety risk. OAH does not evaluate security requests and will attempt to arrange security upon receipt of request.

Please submit the completed form and all supporting documents using the Office of Administrative Hearings Secure File Transfer System at:
<https://www.applications.dgs.ca.gov/oah/oahsftweb>.

Canceled Requests

Canceled security requests must come from the party that initially requested the services. If you need to cancel a security request, please notify OAH as soon as possible by completing the bottom portion of this form.

For E-filing <https://www.applications.dgs.ca.gov/oah/oahsftweb>.

**OFFICE OF ADMINISTRATIVE HEARINGS
STATE OF CALIFORNIA
GENERAL JURISDICTION DIVISION**

Request for Security Services

Requestor's Contact Information

Name

Mailing Address

Phone

Email

Security Information

Case Name

OAH Case Number

Is this security request for a consolidated case?

Yes

No

If "Yes", list consolidated case names and OAH case numbers that security request applies to.

Brief explanation regarding the nature of the safety risk

Identify any special security procedures required (if applicable)

I declare under penalty of perjury that a copy of this form has been given to all parties in this case. By typing my name below, I am agreeing to electronically signing this form.

Requestor's Signature

Dated

NOTICE: Completion of this form does not guarantee that security will be available. Security depends on the availability of the California Highway Patrol (CHP). To better ensure that security is available, this form should be submitted to OAH no less than one (1) week in advance of the scheduled date(s).

If the request is filed with insufficient time for OAH to obtain security, it will be considered good cause for a continuance, at the discretion of the Presiding Administrative Law Judge. (California Code of Regulations, title 1., Section 1019, subdivision (d); California Code of Regulations, title 1., Section 1020)

Security Services Cancellation Information

I hereby request to cancel the security request.

OAH Case Number

OAH Case Name

Requestor's Printed Name

By typing my name below, I am agreeing to electronically signing this form.

Requestor's Signature

OFFICE OF ADMINISTRATIVE HEARINGS

STATE OF CALIFORNIA

GENERAL JURISDICTION DIVISION

Privacy Notice

This notice is provided pursuant to the Information Practices Act of 1977 (Civil Code, Section 1798 et seq.).

All information and records submitted to OAH may be subject to disclosure in accordance with the California Public Records Act (Government Code, Section 6250 et seq.), and other applicable authority unless expressly prohibited by law. Proceedings before OAH and records held by OAH are public unless otherwise provided by statute (Government Code, Section 11425.20). For example, the Family Educational Rights and Privacy Act (FERPA 20 United States Code Section 1232(g)) recognizes privacy rights to educational records in certain limited circumstances. It is the obligation of the parties to determine if case filings or proceedings require privacy protections. OAH cannot provide legal advice.

The Information Practices Act requires OAH to provide notice to individuals who submit personal information to OAH.

- 1) This notice does not apply to information provided by an agency or to routine contact information collected by OAH for the purpose of identification or communication regarding the case.

- 2) To the extent this form seeks information about a need for accommodation, OAH requests the information for the sole purpose of making a determination about the accommodation an individual is seeking. An individual seeking an accommodation is not required to use this form; it is provided as a convenience only. OAH can request this information in accordance with the Americans with Disabilities Act (42 United State Code Section 12101 et seq.).

- 3) Requests for Public Records or information maintained in accordance with the Information Practices Act shall be directed to the OAH Public Records Officer, 2349 Gateway Oaks Drive, Suite 200, Sacramento, CA 95833, (916) 263-0550, or OAHPR@dgs.ca.gov.