

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

State Agency Request to Set

Case Information

Date

From

Case Name

OAH Case Number

Name of Agency

Agency Case Number

Agency Attorney/Representative Contact Information

Name

Mailing Address

Telephone

Email

Agency Attorney/Representative Preferred Method of Service

E-file

U.S. Mail

Respondent/Appellant/Petitioner Contact Information

Name

Mailing Address

Telephone

Email

Respondent/Appellant/Petitioner Preferred Method of Service

E-file

U.S. Mail

Respondent's Attorney/Representative Contact Information

Name

Mailing Address

Telephone

Email

Respondent's Attorney/Representative Preferred Method of Service

E-file

U.S. Mail

Pleading Type

Accusation

Statement of Issues

Other (Initial Pleadings must be attached)

IF PLEADINGS ARE NOT ATTACHED A HEARING MAY NOT BE SET

Statutory Time Limit

Yes

No

If yes, provide legal authority (Code & Section Number) and date by which case must be heard.

Time Estimate for Hearing

Hours

Days

Hearing Location

Provide at least three dates preferred (All Parties) (California Code of Regulations, title 1 section 1018(a)(6))

Dates coordinated with all parties?

Yes

No

If no, attach DGS OAH Form 21 (Statement of Agency’s Reasonable Efforts to Confer). Failure to coordinate dates or provide an explanation will result in OAH assigning hearing dates.

Dates unavailable for at least 6 months (All Parties)

Additional comments and/or instructions

Hearing Record Information

Electronic recording by consent (Government Code, section 11512, subdivision (d)) (attach copy of written consent)

OAH to request court reporter (Agency is responsible for court reporting charges)

Agency to provide court reporter

(If no selection is made a Court Reporter will be ordered and the agency will be charged.)

Current court reporting rates are available on the OAH website at:

<https://www.dgs.ca.gov/OAH/Case-Types/General-Jurisdiction/Resources/Page-Content/General-Jurisdiction-Resources-List-Folder/Find-Contract-Information-to-Obtain-OAH-Court-Reporter-Services>.

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

NOTICE: This is not a reservation of dates. Completion of this form does not guarantee that you will receive the hearing dates requested. Dates are subject to availability at the time OAH processes this form.

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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 OAHPRRA@dgs.ca.gov.