

**OFFICE OF ADMINISTRATIVE HEARINGS  
STATE OF CALIFORNIA**

**Request for Accommodation**

**INFORMATION**

This is the request for the Office of Administrative Hearings, referred to as "OAH," to provide reasonable accommodations for a person with disabilities. The applicant may be a witness, a party, an attorney or another person involved in the case.

Attached is a form that you may use to request accommodations. Please provide correct and complete information. All required information must be provided for the request to be processed. As soon as the completed request has been processed you will be notified by mail or by email through the Secure e-File Transfer system, which is also known as SFT.

**You must send your request to OAH as indicated below under "Sending the Request for Accommodation to OAH."**

If you need assistance to complete this form, or have questions, please contact OAH by telephone at 916-263-0550. Additional information is available on [OAH's website](#) at the URL below:

<https://www.dgs.ca.gov/OAH/Services/Page-Content/Office-of-Administrative-Hearings-Services-List-Folder/Request-Reasonable-Accommodations-for-OAH-Legal-Proceedings>.

**OFFICE OF ADMINISTRATIVE HEARINGS**

**STATE OF CALIFORNIA**

**REQUEST FOR ACCOMMODATION**

**Applicant's information is to be kept confidential unless otherwise required by law.**

**OAH CASE NUMBER:**

**APPLICANT'S INFORMATION:**

Applicant's Name:

Applicant's Role:

Witness

Party

Attorney

Other

**(THIS SPACE INTENTIONALLY LEFT BLANK. CONTENT CONTINUES ON FOLLOWING PAGE.)**

**CONTACT INFORMATION:**

In the spaces below please provide the contact information for the applicant or, if someone other than the applicant will be acting on behalf of the applicant, please provide the appropriate contact information below.

Name of Contact Person:

Check this box if the Contact Person is someone other than applicant.

Address:

Telephone:

Email:

**ACCOMMODATIONS REQUESTED:**

Accommodation is requested for the following proceedings. Check all that apply and enter the date and time for each proceeding selected in the blank provided below.

Mediation

Prehearing Conference

Settlement Conference

Hearing

Motion

Other (explain)

Please state the impairment for which accommodation is needed:

Please state the type or types of accommodations requested:

### **SENDING THE REQUEST FOR ACCOMMODATION TO OAH:**

When the Request for Accommodation has been completed please send it to the appropriate OAH office. Where you need to send this Request for Accommodation is based on the type of case for which you are requesting accommodation. There are two types of cases: Special Education and all other types of cases.

### **SPECIAL EDUCATION CASES**

Special Education

To send by Secure e-File Transfer (SFT) click on [SFT](#) or by using the URL below:

<https://www.applications.dgs.ca.gov/oah/oahsftweb>.

To send a Request for Accommodation by U.S. Mail in a Special Education case, mail to:

Office of Administrative Hearings  
Attn: Special Education  
2349 Gateway Oaks Drive, Suite 200  
Sacramento, CA 95833

**ALL OTHER TYPES OF CASES, INCLUDING GENERAL JURISDICTION AND PWCA  
MATTERS**

General Jurisdiction OR PWCA

To send by Secure e-File Transfer (SFT) click on [SFT](#) or by using the URL below:

<https://www.applications.dgs.ca.gov/oah/oahsftweb>.

To send a Request for Accommodation by U.S. Mail in a General Jurisdiction case or a PWCA case, first select the appropriate office to which your case has been assigned by checking one of the boxes below. The mailing address is listed below the office selected.

SACRAMENTO OFFICE

Office of Administrative Hearings  
2349 Gateway Oaks Drive, Suite 200  
Sacramento, CA 95833

LOS ANGELES OFFICE

Office of Administrative Hearings  
320 West 4th Street, Suite 630  
Los Angeles, CA 90013

OAKLAND OFFICE

Office of Administrative Hearings  
1515 Clay Street, Suite 206  
Oakland, CA 94612

SAN DIEGO OFFICE

Office of Administrative Hearings  
402 West Broadway, Suite 600  
San Diego, CA 92101

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**PRIVACY NOTICE**

This notice is provided pursuant to the Information Practices Act of 1977 (Civ. Code § 1798 et seq.).

All information and records submitted to the Office of Administrative Hearings may be subject to disclosure in accordance with the California Public Records Act (Gov. Code § 7920.000 et seq.), and other applicable authority unless expressly prohibited by law. Hearings are public unless otherwise provided by statute (Gov. Code § 11425.20). 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. OAH requests the information on this form for the sole purpose of making a determination about the accommodations an individual is seeking. An individual seeking an accommodation is not required to use this form; it is provided as a convenience only.
  
2. OAH can request the information on the form in accordance with the Americans With Disabilities Act (42 U.S.C. § 12101 et seq.).

3. Do not provide personal information that is not related to this request.
4. Requests for Public Records or information maintained by OAH in accordance with the Information Practices Act may be directed to the OAH Public Records Officer, Office of Administrative Hearings, 2349 Gateway Oaks Drive, Suite 200, Sacramento, CA 95822, (916)-0550, or [OAHPRA@dgs.ca.gov](mailto:OAHPRA@dgs.ca.gov).

The Department of General Services also maintains a [privacy policy](#) which can be found at the following URL:

<https://www.dgs.ca.gov/Privacy>.