

**OFFICE OF ADMINISTRATIVE HEARINGS
STATE OF CALIFORNIA
SPECIAL EDUCATION DIVISION**

INFORMATION SHEET FOR PREHEARING CONFERENCE AND VIDEO DUE PROCESS HEARING

Attached is a form you **MUST** submit to participate in a prehearing conference and video due process hearing. Based on novel coronavirus COVID-19 concerns, all special education prehearing conferences and due process hearings with the Office of Administrative Hearings (referred to as "OAH") will now occur by videoconference using the Microsoft Teams application. As such OAH requires the parties and counsel to confirm that each Participant meets the minimum videoconferencing requirements. A "Participant" includes each party, each attorney, and each witness under your control. For more information, please see the Order Setting Video Prehearing Conference Procedures issued in each matter.

Please provide correct and complete information. This information is confidential and will only be used by OAH to conduct the prehearing conference and hearing.

SPECIFIC INSTRUCTIONS:

- All parties or their attorneys must complete and file this Participant Information Sheet with OAH.
- The Participant Information Sheet must be filed no later than two business days before the Prehearing Conference. Use the Secure e-File Transfer system, which is referred to as "SFT," to file the completed Participant Information sheet with OAH.
- Do NOT serve this form on another party.
- You must include the required information for all witnesses under your control – even if the witness is on another party's witness list.
- "ROLE" Column: Please state if the participant is an attorney, a party or a witness. If

the participant is neither an attorney, a party or a witness, please type "Other" in the space provided.

- "NAME" Column: Please provide the name of the participant.
- "DIRECT EMAIL ADDRESS" Column: Please provide the exact email address for the Participant.
- "PHONE NUMBER" Column: Please provide a telephone number for the Participant which does not include an extension.
- "TECHNOLOGY" Column: Please enter a "yes" or "no" under each of the headings of "Computer", "Webcam" and "Internet" to indicate that the participant has a computer with internet capability. For "Webcam" answer "yes" if the participant has internet connected camera capability whether through the computer or by using a separate camera.
- Page Numbers: Please fill in the number of pages at the bottom left of each page of the completed form to ensure that OAH has all pages of your Participant Information Sheet. For example, if you have two pages, please make sure the form says "Page 1 of 2" on the first page and "Page 2 of 2" on the second page.

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PARTICIPANT INFORMATION FOR PREHEARING CONFERENCE AND VIDEO DUE PROCESS HEARING

Case information:

NAME OF CASE:

OAH CASE NUMBER:

HEARING DATES:

PARTY COMPLETING FORM:

DATE FORM COMPLETED:

Participant Information:

ROLE (ATTY/ PARTY/ WITNESS)	NAME	DIRECT EMAIL ADDRESS	DIRECT PHONE NUMBER	TECHNOLOGY		
				COMPUTER	WEBCAM	INTERNET

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