

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. 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 Zoom application. As such OAH requires the parties and counsel to confirm that each Participant meets the minimum videoconferencing requirements. A "Participant" includes each party and each attorney. 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 three 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.
- “NAME” Column: Please provide the name of the participant. If an interpreter is needed for any participant, please state the language after the person’s name. For example, if Parent needs a Spanish interpreter, please write “Spanish” after Parent’s name.
- “DIRECT EMAIL ADDRESS AND LANGUAGE INTERPRETER” Column: Please provide the exact email address for the Participant. If an interpreter is needed for any participant, please state the language needed in the space below or after the person’s email address. For example, if the Parent needs a Spanish interpreter, please write “Spanish” below or after the Parent’s email address.
- “PHONE NUMBER” Column: Please provide a telephone number for the Participant which does not include an extension.
- “TECHNOLOGY” Columns: Please enter a “yes” or “no” under each of the headings of “Technology - Computer”, “Technology - Webcam” and “Technology - 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  
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**CASE INFORMATION:**

**NAME OF CASE:**

**OAH CASE NUMBER:**

**HEARING DATES:**

**PARTY COMPLETING FORM:**

**DATE FORM COMPLETED:**

Please complete The Participant Information table on the following pages. Please indicate at the bottom left corner, in the space provided, the number of pages included. **For numbering purposes this page is “Number 1” and this page must be included when submitting the Participant Information table.** If you need more than the two pages of the table included here please use the form “Additional Participant Information” form found on OAH’s website page [Participant Information Sheet](#).

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PARTICIPANT'S NAME AND ROLE, E.G. ATTORNEY/ PARTY/WITNESS	DIRECT EMAIL ADDRESS AND LANGUAGE NEEDED IF AN INTERPRETER IS REQUESTED	DIRECT PHONE NUMBER	TECHNOLOGY - COMPUTER	TECHNOLOGY - WEBCAM	TECHNOLOGY- INTERNET

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