



DISTRICT OF COLUMBIA
OFFICE OF ADMINISTRATIVE HEARINGS
One Judiciary Square
441 Fourth Street, NW
Washington DC, 20001-2714
(202) 442-9094 Phone (202) 442-4789 Fax



REQUEST TO PARTICIPATE BY TELEPHONE

You or your witness may participate by telephone at your hearing or mediation if you have a good reason. (*Rule 2821.8*) You must try to get the other party to agree. After you have tried to reach the other party, complete this form and send it to the other party and to OAH. OAH will let you know if you may participate by telephone.
****Note: Lawyers or representatives may not participate by phone.**

My Name: _____ My Case No.: _____

My Address: _____ My Telephone No(s): _____

City State Zip Code My Fax No.: _____

1. My hearing is set for: _____ at _____
(date) (time)

2. I am asking:

- ☐ to participate by telephone at the hearing or mediation. I can be reached at the following number: _____
- ☐ for the following **witness** to participate by telephone at the hearing. My witness can be reached at the following number: _____

3. I and/or my witness needs to participate by telephone for the following good reason(s):

4. I have tried to contact the other party to ask them to agree to this request, and (check one):

- ☐ They agreed
☐ They did not agree
☐ I have not heard from them

5. I have sent a copy of this document to the other party _____ (their name),
on _____ (date): (Check one box)

- ☐ By **Fax** to this number: _____
☐ By **Mail** to the following address, OR
☐ By **Hand-delivery** to the following address:

Address of Other Party

City State Zip Code

My Signature Date

SO ORDERED: GRANTED ☐ DENIED ☐

Administrative Law Judge