District of Columbia
Office of Administrative Hearings

ePortal Guide

Unemployment Insurance
Hearing Request
1. Logging into the Portal

To submit a hearing request, you must be signed into the portal. On the homepage, click “Login” to navigate to the login page. The homepage has two places where you can click “Login.”

Enter your email address and password, then click “Log in.”
2. Successful Login

When you login, your name will appear in the upper-right hand corner.

3. eFile Documents Tile

Click the “eFile Documents” tile.
4. Select eFiling Case Type

Click the “Unemployment Insurance” tile.

5. Unemployment Insurance Hearing Request Screen

When you click into the hearing request form, you will see it has two parts: Parties and Documents.
6. Parties

**Appellant** – This section allows you to provide your contact information.

**Claimant** – If you are a Claimant challenging a Claims Examiner’s Determination, select that option from the dropdown list in the Party Sub Type field.

**Employer**—If you are an Employer challenging a Claims Examiner's Determination, select it from the dropdown list in the Party Sub Type field.
**Representative** – If you have a Representative, you may complete the Representative section. This section is not required, and it can be skipped.
7. Documents

Upload your Request for Appeal and Determination by Claims Examiner. Note that only files uploaded in the PDF format are accepted.
10. Submitting the hearing request.

When you are finished completing the Parties and Documents sections, click “Proceed.”

After clicking “Proceed” you will see a screen indicating your submission has been received.
11. Submission Email

When you submit your hearing request, you will receive an email. The email indicates that OAH has received the hearing request and provides you with a submission number.

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Submission to the Office of Administrative Hearings
noreply.oah@dc.gov
To: John Doe

Do not respond to this email address as it is not monitored.

Your submission has been received by the Office of Administrative Hearings (OAH). OAH will review your submission and you will receive an additional email when it is either accepted or rejected.

Your submission number is 2022-EFLE-00931.

OAH is open Monday - Friday, 9:00 a.m. - 5:00 p.m. Please contact the Clerk’s Office at (202) 442-9094 if you have any questions.

If you need assistance, please use the following links:

OAH Resource Center: https://oah.dc.gov/oah-resource-center
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12. Acceptance or Rejection

You will receive an additional email when your filing is accepted or rejected by OAH staff.