

# **District of Columbia Office of Administrative Hearings**



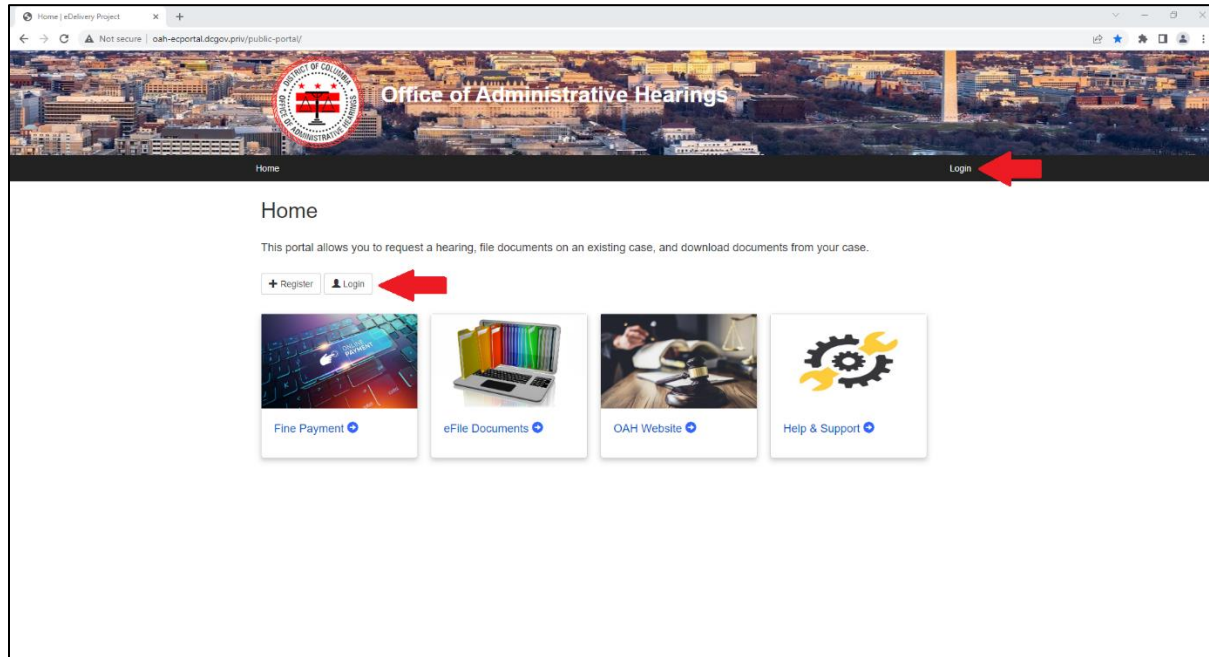
ePortal Guide

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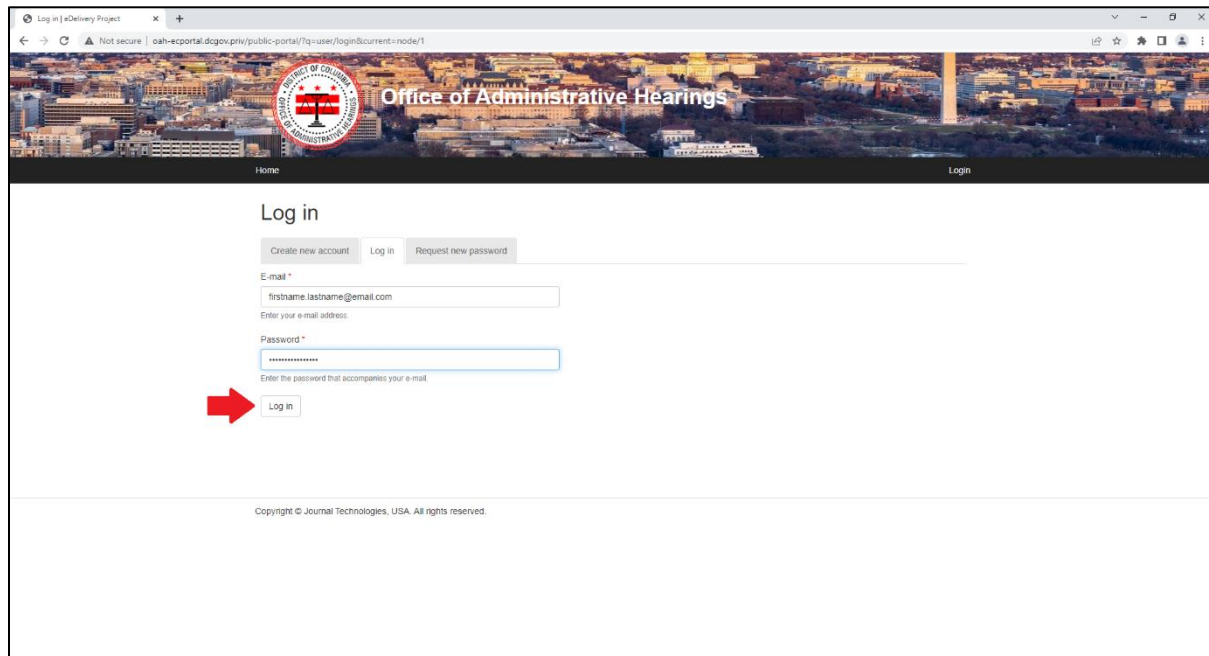
Filing Documents

## 1. Logging into the Portal

To file additional documents in your case, 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.”

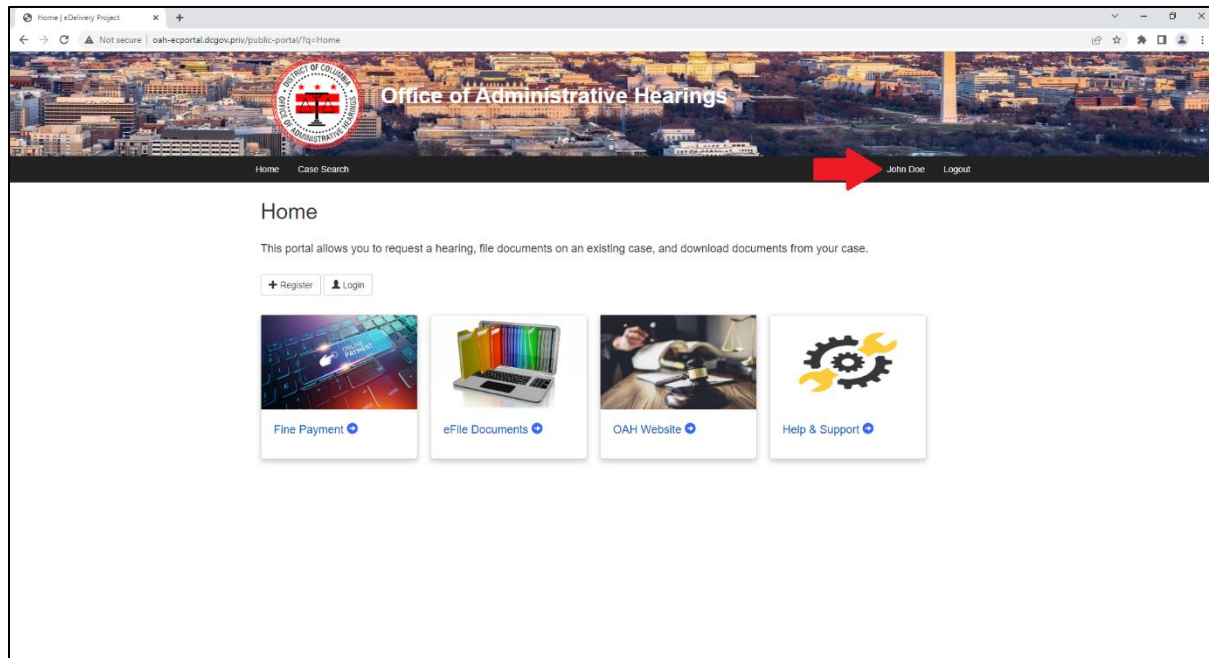


Enter your email address and password, then click “Log in.”



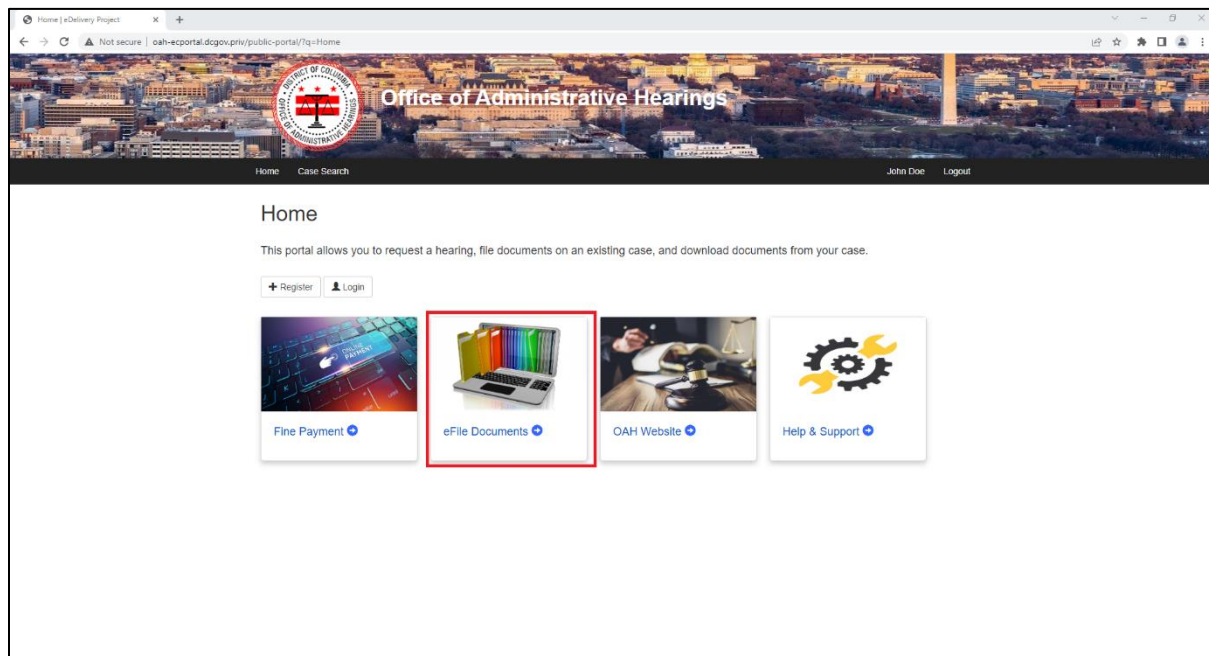
## 2. Successful Login

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



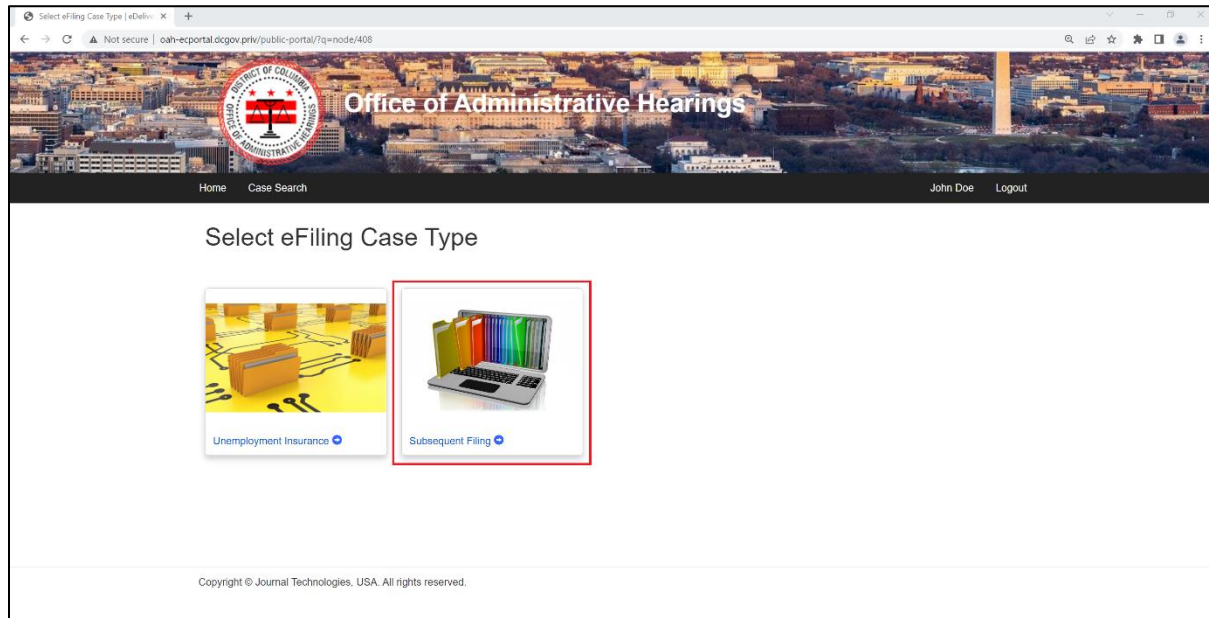
## 3. eFile Documents Tile

Click the “eFile Documents” tile.



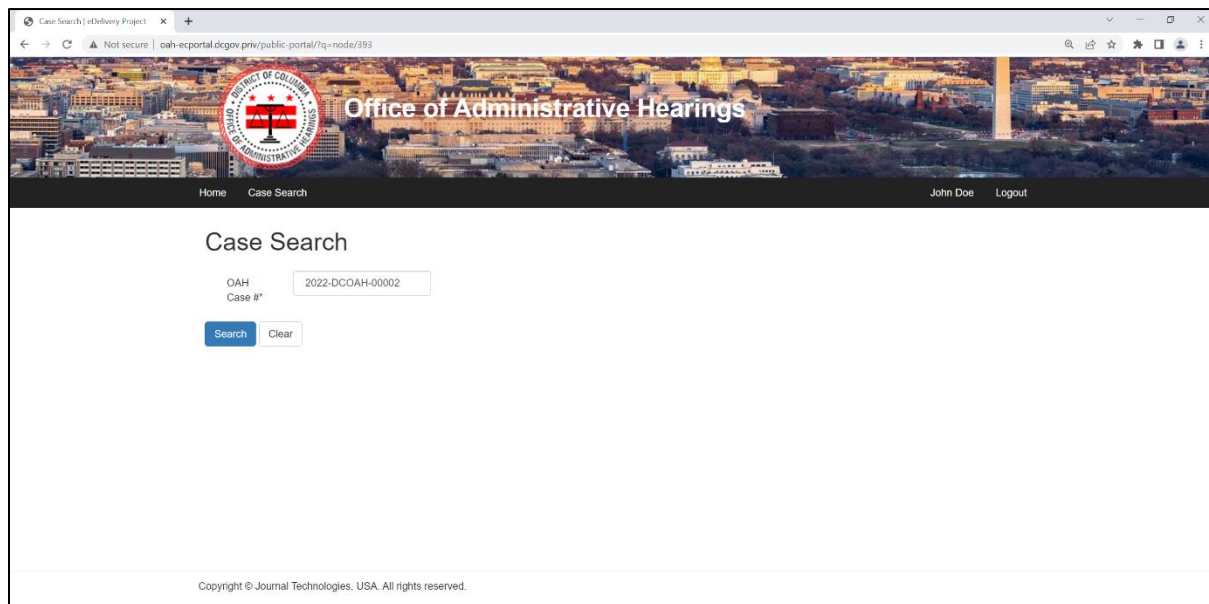
#### 4. Subsequent Filing Tab

Select the “Subsequent Filing Tab.”

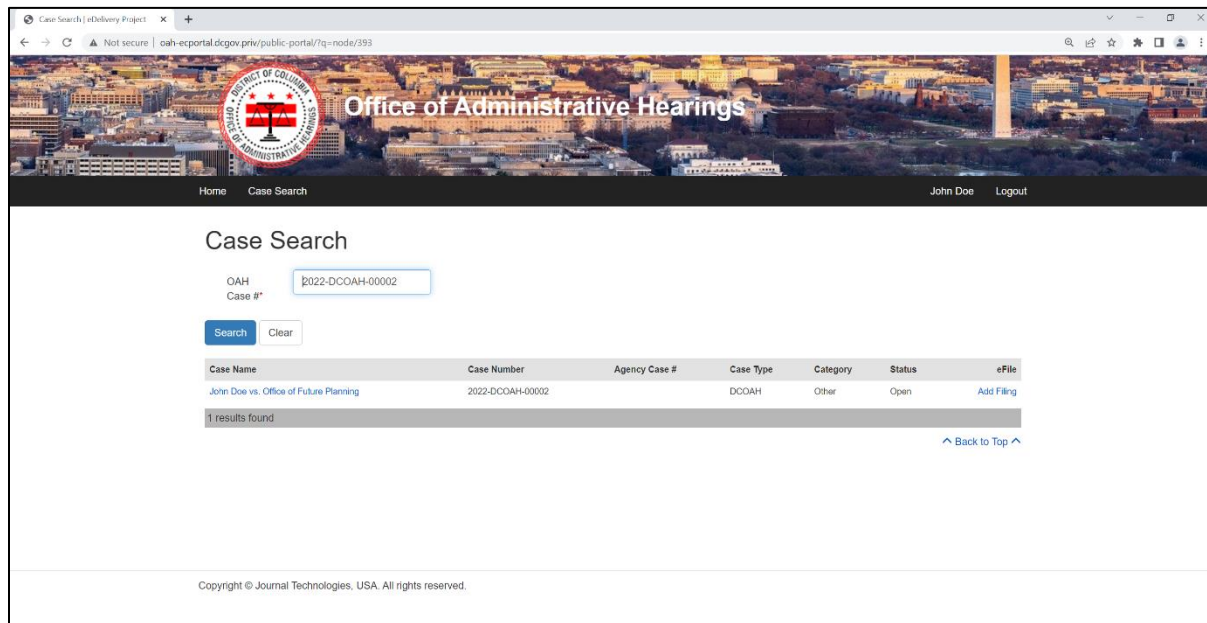


#### 5. Case Search Screen

Enter your case number and click search.

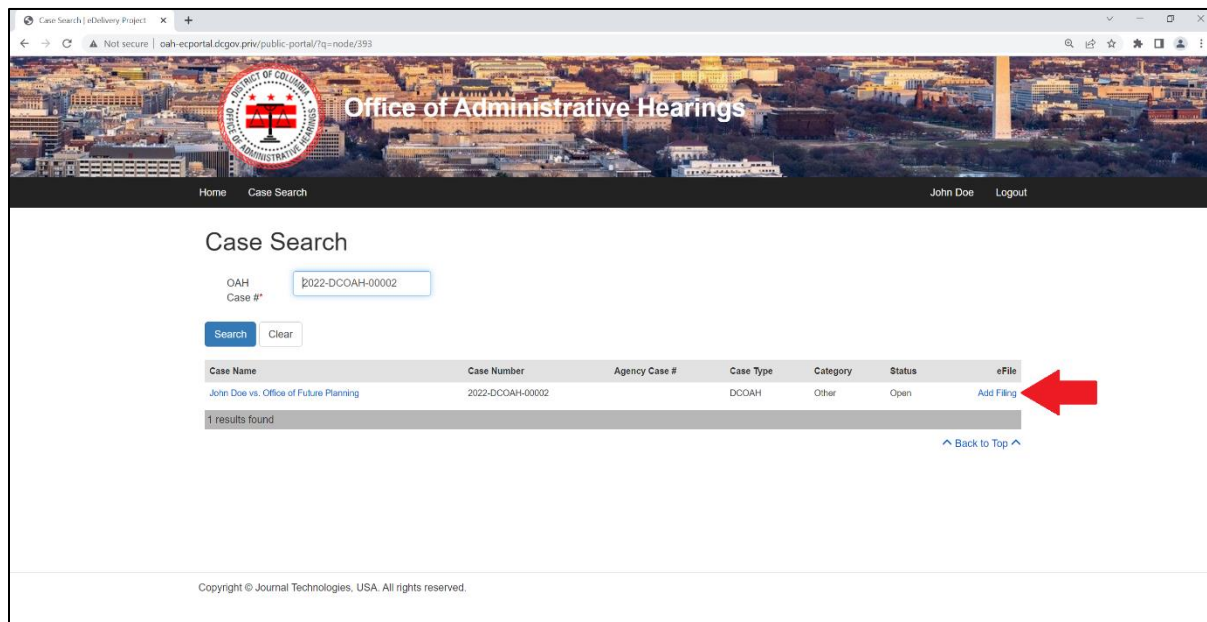


The Case Search screen will show basic details of your case.



## 6. Add Filing Screen

Click "Add Filing" from the Case Search screen.





After you complete the data fields, click proceed. Note that only PDF documents are accepted in the “Upload Document” field.

The screenshot shows the 'Add Filing' page in the Office of Administrative Hearings portal. The page header includes the DC Office of Administrative Hearings logo and the text 'Office of Administrative Hearings'. The user is logged in as 'John Doe'. The page is titled 'Add Filing' and contains the following sections:

- Case Information:**
  - John Doe vs. Office of Future Planning
  - Case Number: 2022-DCOAH-00002
  - Filing Date: 2022-05-01 21:00:00
  - Case Type: DCOAH
  - Case Status: Open
- Add Filing-Portal:**
  - Add Filing:**
    - Filed By\*:** PET - Petitioner
    - Type of Document\*:** MOT - Motion
    - Memo\*:** This is my motion.
    - Upload Document\*:** Choose File | Motion.pdf | 100%
    - ☐ Doe, John [PET]

A red arrow points to the 'Proceed' button at the bottom of the form. The footer of the page reads: 'Copyright © Journal Technologies, USA. All rights reserved.'

After you click “Proceed,” you will see a confirmation screen that the paper has been sent for review to OAH. You will also receive an email notification that OAH received your submission.

The screenshot shows the confirmation screen in the Office of Administrative Hearings portal. The page header is the same as the previous screenshot. The main content area displays the message: 'Your submission has been sent for review by OAH staff.' Below this message is a green notification bar that reads: 'Your case is being sent to Case Management System'. The footer of the page reads: 'Copyright © Journal Technologies, USA. All rights reserved.'

## Frequently Asked Questions

**Q:** I have an open case at OAH. I registered for a Portal account to submit additional filings, but when I searched for my case, it was not available for me to access. What do I do?

**A:** If you did not open your case through the Portal, the email address you used to create your Portal account may not be linked to your case. To get an email address on file, please submit a written filing by other available means to update your contact information, including the email address you used to create your Portal account.

**Q:** I searched for a case, but I cannot see any information about it. How can I access it?

**A:** Only litigants involved in a case may access the case through the Portal to file documents. The Portal is not designed is a case search to access OAH case information for unaffiliated parties. If you search for a case, but you are not associated with it, you will not be able to access any information about the case.

The screenshot shows a web browser window with the URL `oah-portal.dco.gov/priv/public-portal/?q=node/393`. The page header features the District of Columbia seal and the text "Office of Administrative Hearings". Below the header is a navigation bar with "Home" and "Case Search" links, and a user profile "John Doe" with a "Logout" link. The main content area is titled "Case Search" and contains a search form. The form has a label "OAH Case #" and a text input field containing "2022-DCOAH-00003". Below the input field are "Search" and "Clear" buttons. A table displays the search results:

Case Name	Case Number	Agency Case #	Case Type	Category	Status	eFile
XXXX-XXX-XXXX	2022-DCOAH-00003		DCOAH	Other	Open	Not Eligible

Below the table, it says "1 results found". A "Back to Top" link is located at the bottom right of the results section. The footer of the page contains the text "Copyright © Journal Technologies, USA. All rights reserved."