

# District of Columbia Office of Administrative Hearings



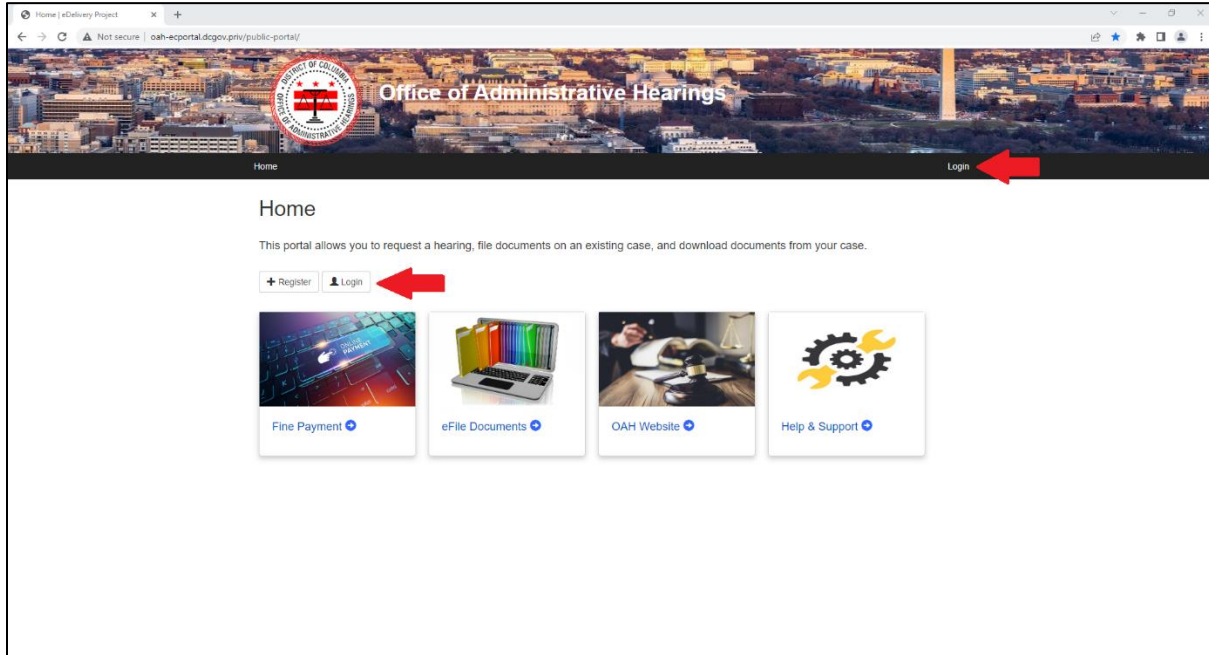
ePortal Guide

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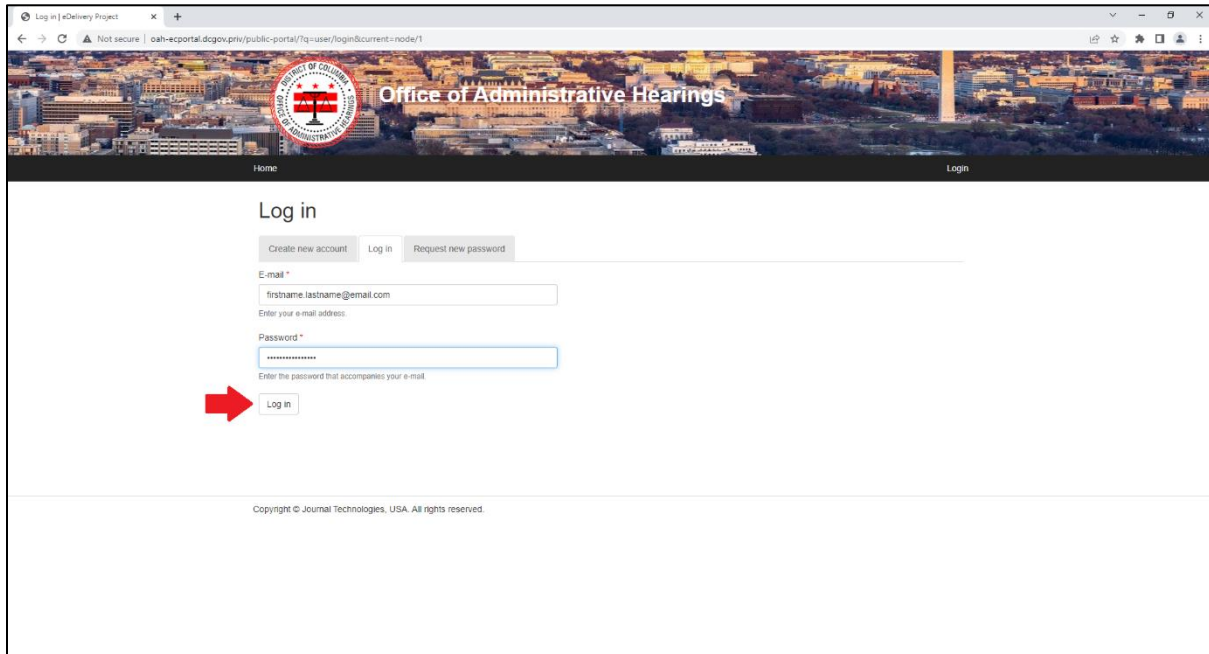
All Other Case Types  
Hearing Request

## 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.”

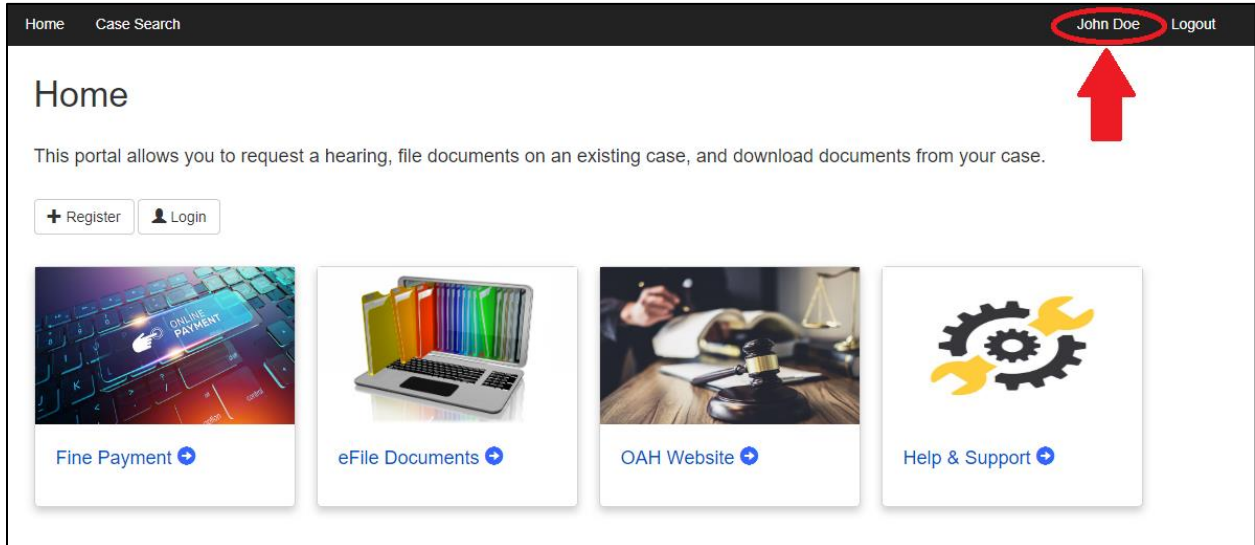


Enter your email address and password, then click “Log in.”



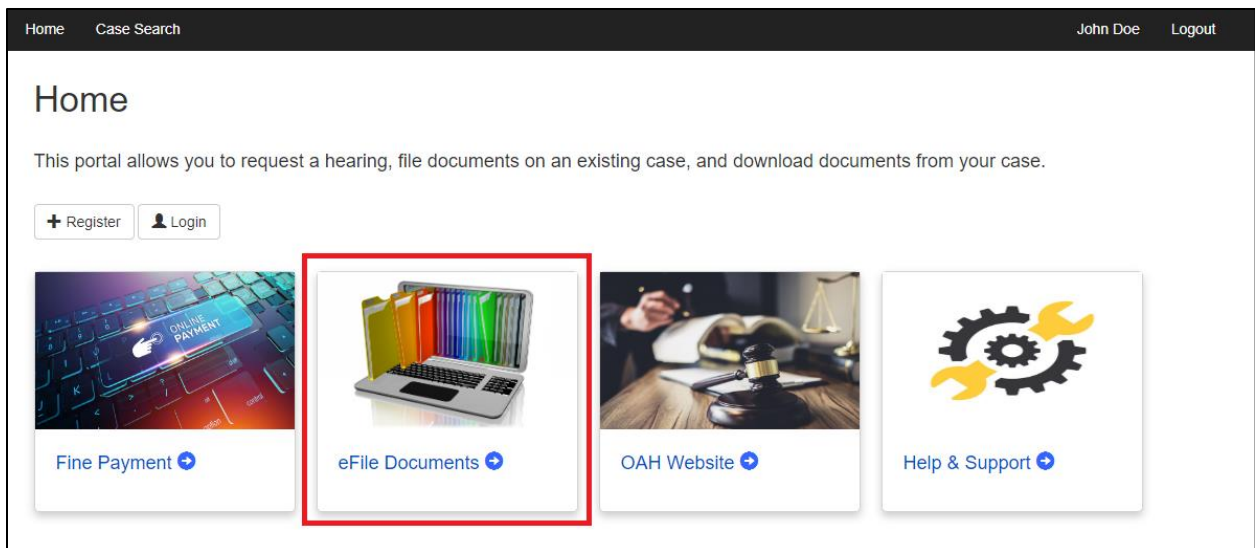
## 2. Successful Login

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



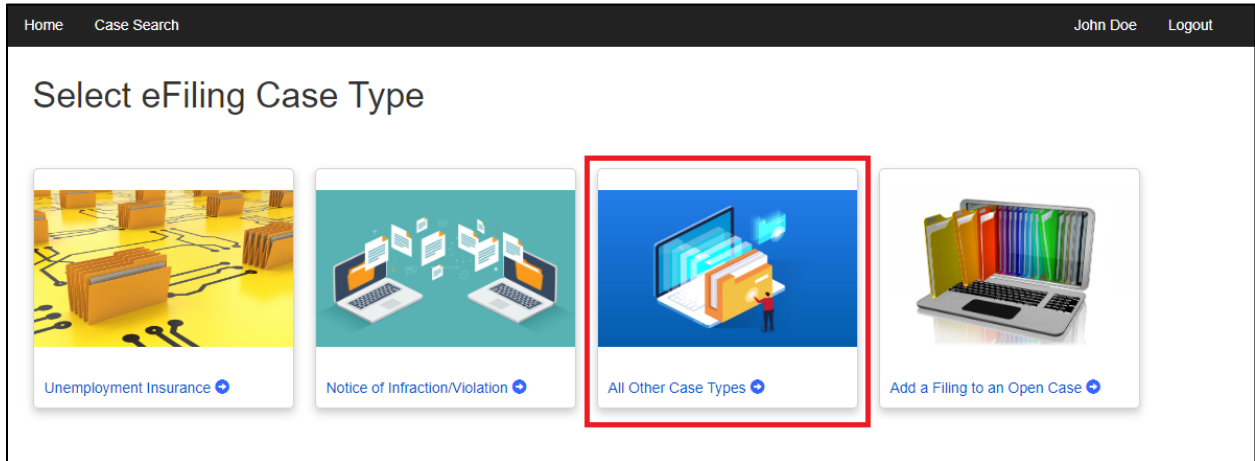
## 3. eFile Documents Tile

Click the “eFile Documents” tile.



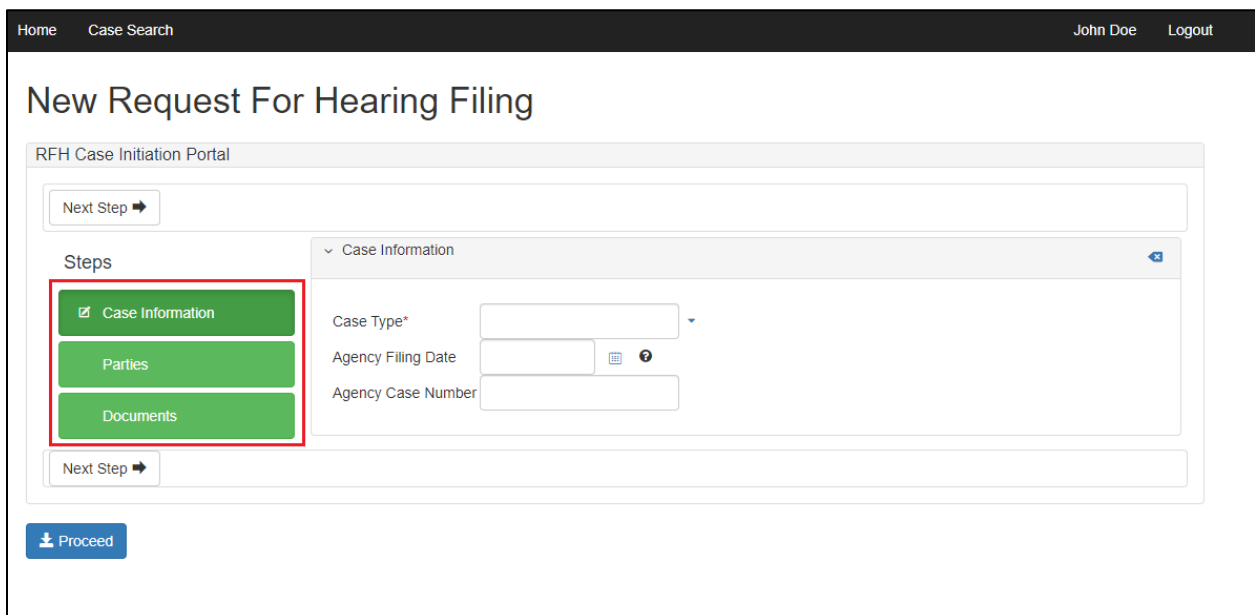
#### 4. Select eFiling Case Type

Click the “All Other Case Types” tile.



#### 5. Hearing Request Screen

When you click into the hearing request form, you will see it has three parts: Case Information, Parties and Documents.



## 6. Case Information

**Case Type** – This refers to the District agency that is involved with the hearing request you want to file. Use the drop-down box to select the appropriate agency.

The screenshot displays the 'RFH Case Initiation Portal' interface. At the top, there are navigation links for 'Home' and 'Case Search', and user information for 'John Doe' and 'Logout'. The main heading is 'New Request For Hearing Filing'. Below this, the 'RFH Case Initiation Portal' section contains a 'Next Step' button with a right arrow. A 'Steps' sidebar on the left lists 'Case Information' (checked), 'Parties', and 'Documents'. The 'Case Information' section is expanded, showing a 'Case Type\*' dropdown menu that is open, displaying a list of agency abbreviations and full names. Below the dropdown are fields for 'Agency Filing Date' and 'Agency Case Number'. A 'Proceed' button is located at the bottom left of the form area. The footer contains the copyright notice: 'Copyright © Journal Technologies, USA. All rights reserved.'

Home Case Search John Doe Logout

### New Request For Hearing Filing

RFH Case Initiation Portal

Next Step →

Steps

- Case Information
- Parties
- Documents

Next Step →

Proceed

Case Information

Case Type\*

- DBH - DEPARTMENT OF BEHAVIORAL HEALTH
- DCRA - DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
- DDS - DEPARTMENT OF DISABILITY SERVICES
- DHCF - DEPARTMENT OF HEALTH CARE FINANCE
- DHS - DEPARTMENT OF HUMAN SERVICES
- DISB - DEPARTMENT OF INSURANCE, BANKING AND SECURITIES
- DLCP - Department of Licensing and Consumer Protection
- DOB - Department of Buildings
- DOEE - DEPARTMENT OF ENERGY & ENVIRONMENT
- DOH - DEPARTMENT OF HEALTH
- DSLBD - DEPARTMENT OF SMALL AND LOCAL BUSINESS DEVELOPMENT
- HBX - HEALTH BENEFIT EXCHANGE
- MPD - METROPOLITAN POLICE DEPARTMENT
- OAG - OFFICE OF THE ATTORNEY GENERAL
- OPFL - OFFICE OF PAID FAMILY LEAVE
- OSSE - OFFICE OF STATE SUPERINTENDENT OF EDUCATION
- OTR - OFFICE OF TAX AND REVENUE
- OTS - OFFICE OF THE SECRETARY
- OVSJG - OFFICE OF VICTIM SERVICES AND JUSTICE GRANTS
- OWH - OFFICE OF WAGE-HOUR
- PSWC - PUBLIC SECTOR WORKERS COMPENSATION
- SHEL - SHELTER

Agency Filing Date

Agency Case Number

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**Agency Filing Date and Agency Case Number** – If there is a District agency filing date and District agency filing date related to the hearing request you are filing, use the data field to provide that information. These two fields are not required.

The screenshot displays the 'RFH Case Initiation Portal' interface. At the top, there is a navigation bar with 'Home' and 'Case Search' on the left, and 'John Doe' and 'Logout' on the right. The main heading is 'New Request For Hearing Filing'. Below this, the 'RFH Case Initiation Portal' section contains a 'Next Step' button with a right-pointing arrow. A 'Steps' sidebar on the left lists three items: 'Case Information' (checked), 'Parties', and 'Documents'. The main content area is titled 'Case Information' and contains three fields: 'Case Type\*' (a dropdown menu), 'Agency Filing Date' (a date picker field), and 'Agency Case Number' (a text input field). A red rectangular box highlights the 'Agency Filing Date' and 'Agency Case Number' fields. At the bottom of the form, there is another 'Next Step' button with a right-pointing arrow and a blue 'Proceed' button with a download icon.

## 7. Parties

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

**Representative** – If you have a Representative, you may complete the Representative section. This section is not required, and it can be skipped.

Home Case Search John Doe Logout

### New Request For Hearing Filing

RFH Case Initiation Portal

← Previous Step Next Step →

Steps

- ✓ Case Information
- ☑ Parties
- Documents

Parties

Petitioner

First Name

Middle Name

Last Name

Company Name

Interpretation Services

Address 1

Address 2

Zip

City

State

Email\*

Telephone Type

Telephone Number

Representative

Assignment Role

First Name

Middle Name

Last Name

Organization Name

Address 1

Address 2

Zip

City

State

Email

Telephone Type

Telephone Number

← Previous Step Next Step →

Proceed

## 8. Documents

Upload your hearing request in this section.

Note that only files uploaded in the PDF format are accepted.

The screenshot shows a web application interface for filing a hearing request. At the top, there is a navigation bar with 'Home' and 'Case Search' on the left, and 'John Doe' and 'Logout' on the right. The main heading is 'New Request For Hearing Filing'. Below this is a section titled 'RFH Case Initiation Portal'. Inside this section, there is a 'Previous Step' button with a left arrow. A 'Steps' sidebar on the left contains three green buttons: 'Case Information' (checked), 'Parties' (checked), and 'Documents' (checked with a checkmark). The main content area is titled 'Documents (1)' and contains a 'Document Type\*' text input field, an 'Upload Document\*' section with a 'Choose File' button and 'No file chosen' text, and a '+ Documents' link. At the bottom of the form is a blue 'Proceed' button with a right arrow.

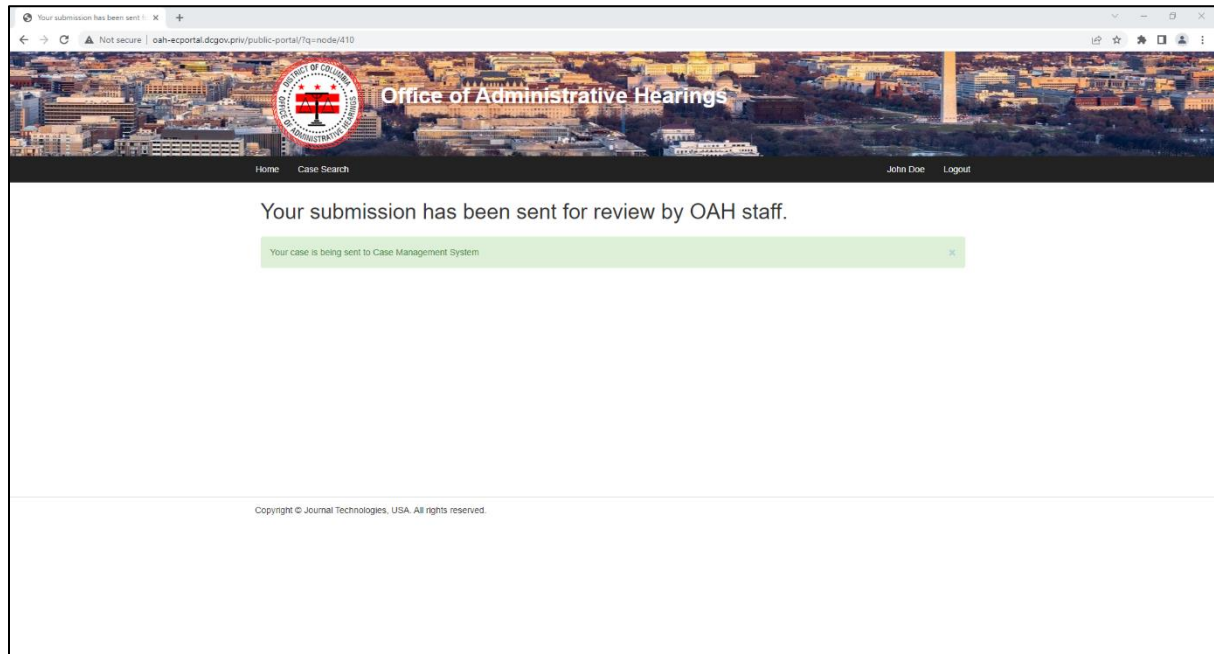


## 9. Submitting the hearing request.

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

The screenshot shows the 'RFH Case Initiation Portal' interface. At the top, there are navigation links for 'Home' and 'Case Search', and user information for 'John Doe' and 'Logout'. The main heading is 'New Request For Hearing Filing'. Below this, there is a 'Previous Step' button with a left arrow. The 'Steps' section on the left has three green buttons: 'Case Information' (checked), 'Parties' (checked), and 'Documents' (checked with a pencil icon). To the right, the 'Documents (1)' section is expanded, showing a 'Document Type\*' dropdown, a 'Choose File' button, and an 'Upload Document\*' progress bar for 'Test Document.pdf' at 100%. Below the progress bar is a 'Documents' link with a plus icon. At the bottom left, there is a blue 'Proceed' button with a download icon, which is highlighted by a red arrow.


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







## 10. 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.

Submission to the Office of Administrative Hearings

 noreply.oah@dc.gov  
To John Doe

 Reply  Reply All  Forward 

Thu 6/2/2022 11:13 AM

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-EFILE-00031.

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:

Help & Support - Portal: <https://oah.dc.gov/page/help-case>

OAH Resource Center: <https://oah.dc.gov/oah-resource-center>

OAH Rules: <https://oah.dc.gov/page/rules-and-laws>

## 11. Acceptance or Rejection

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