

District of Columbia Office of Administrative Hearings



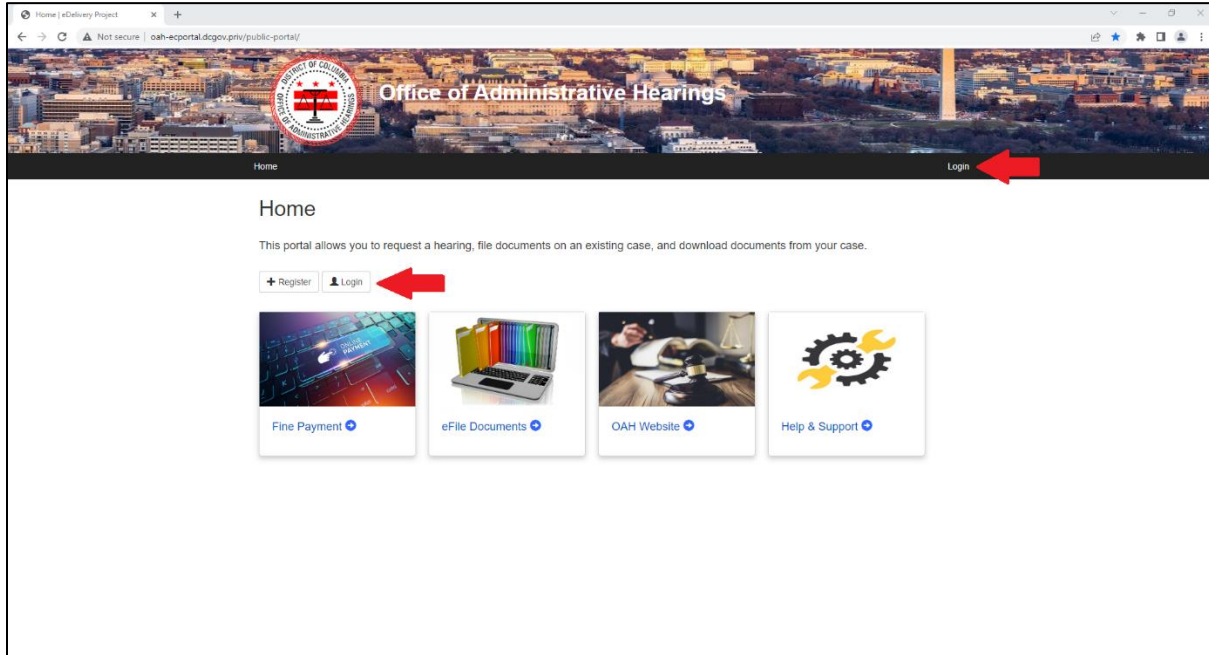
ePortal Guide

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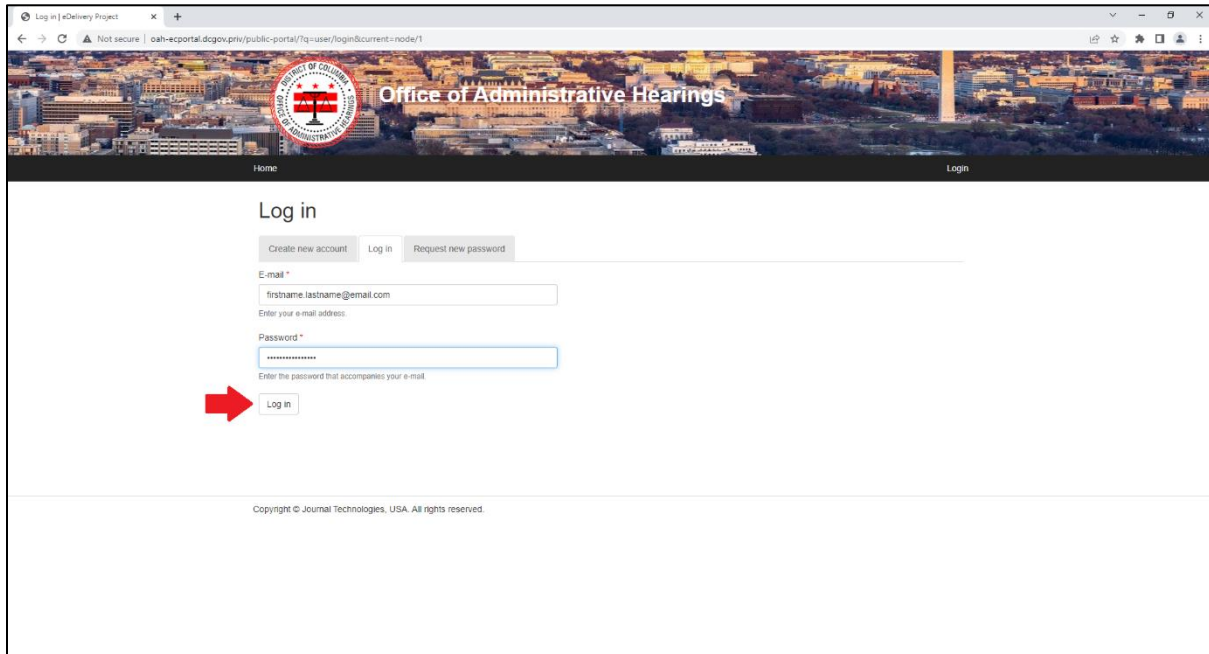
Notice of Infraction/Notice of Violation (NOI/NOV)
Hearing Request

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.”

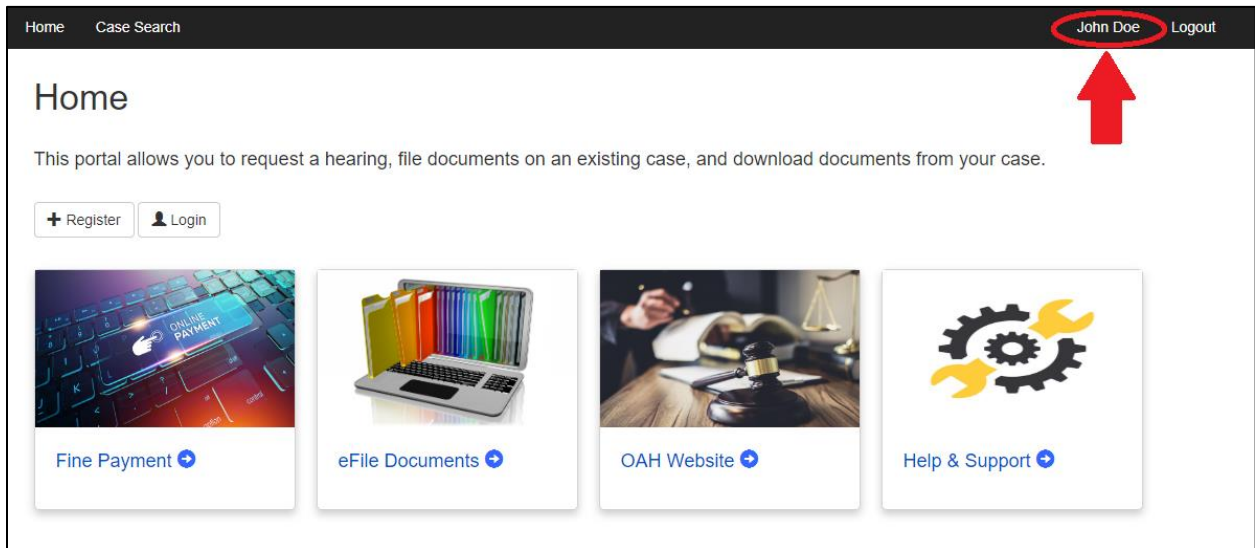


Enter your email address and password, then click “Log in.”



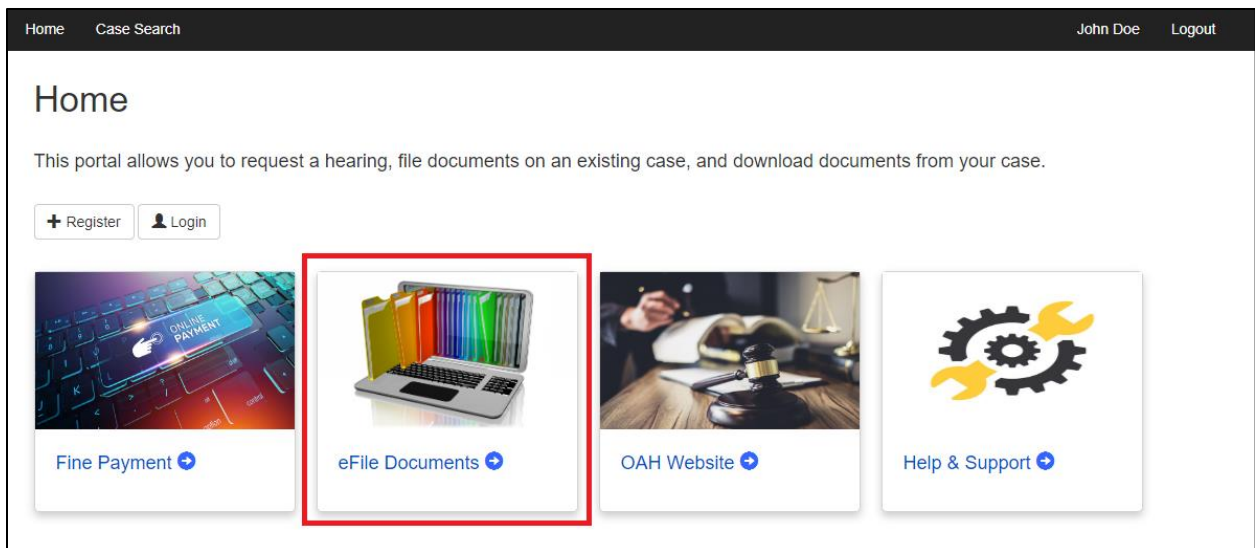
2. Successful Login

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



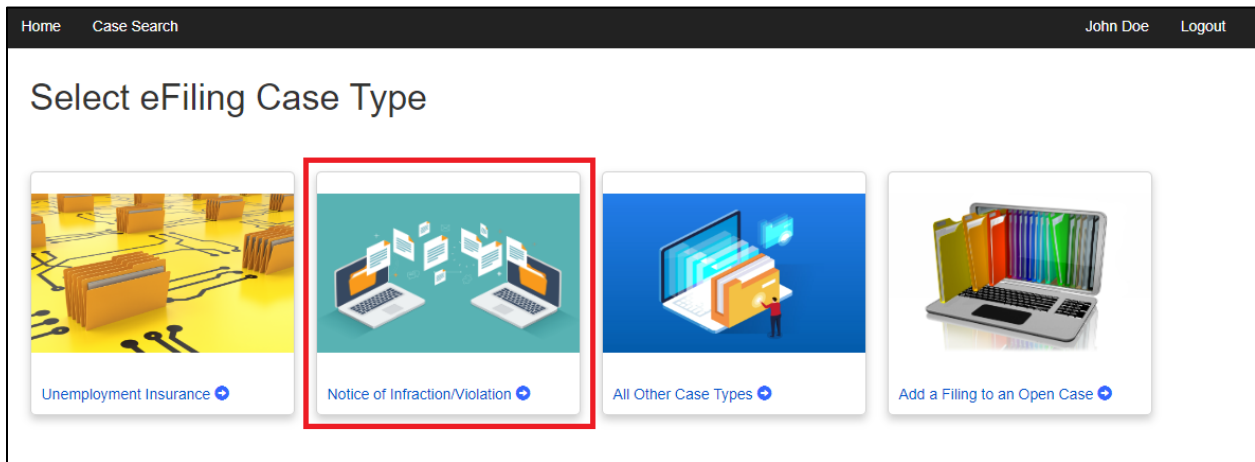
3. eFile Documents Tile

Click the “eFile Documents” tile.



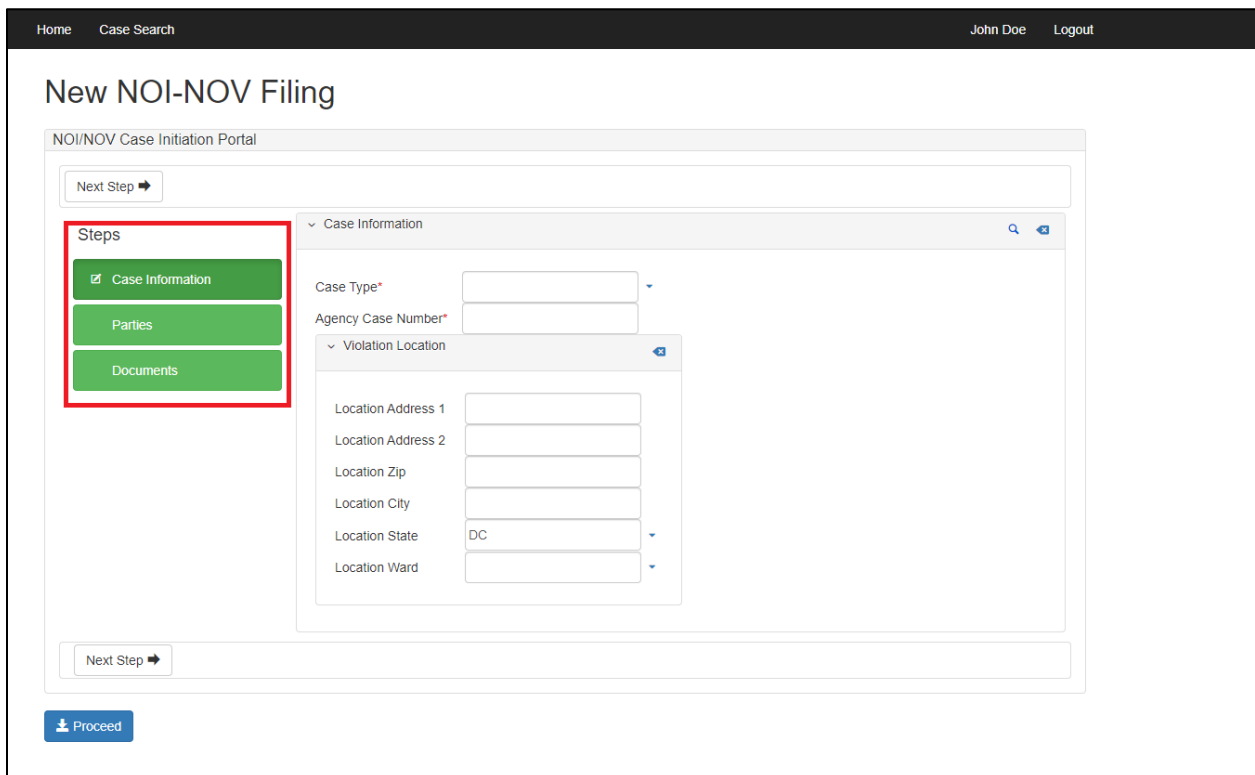
4. Select eFiling Case Type

Click the “Notice of Infraction/Violation” 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 issued the NOI/NOV. The NOI/NOV will always identify the agency that issued it. Use the drop-down box to select the appropriate agency that issued the NOI/NOV.

The screenshot displays the 'New NOI-NOV Filing' web application. 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 NOI-NOV Filing'. Below this is the 'NOI/NOV Case Initiation Portal' section, which includes a 'Next Step' button with a right-pointing arrow. On the left side, there is a 'Steps' sidebar with three green buttons: 'Case Information' (checked), 'Parties', and 'Documents'. The main content area is titled 'Case Information' and contains several fields: 'Case Type*' (a dropdown menu), 'Agency Case Number*' (a text input field), and a 'Violation Location' section with fields for 'Location Address 1', 'Location Address 2', 'Location Zip', 'Location City', 'Location State', and 'Location Ward'. The 'Case Type*' dropdown is currently open, showing a list of agency names: DBH - DEPARTMENT OF BEHAVIORAL HEALTH, DCRA - DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS, DDOT - DISTRICT DEPARTMENT OF TRANSPORTATION, DFHV - DEPARTMENT OF FOR-HIRE VEHICLES, DLCP - Department of Licensing and Consumer Protection, DOB - Department of Buildings, DOEE - DEPARTMENT OF ENERGY & ENVIRONMENT, DOH - DEPARTMENT OF HEALTH, DPW - DEPARTMENT OF PUBLIC WORKS, FEMS - FIRE AND EMERGENCY MEDICAL SERVICES, MPD - METROPOLITAN POLICE DEPARTMENT, OP - OFFICE OF PLANNING, and WMATA - Washington Metropolitan Area Transit Authority. At the bottom of the form, there is another 'Next Step' button and a blue 'Proceed' button with a download icon.

Agency Case Number – Enter the NOI/NOV number, as it appears on the NOI/NOV, in the agency case number data field.

The screenshot shows a web application interface for filing a new NOI-NOV. 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 NOI-NOV Filing'. Below this is a 'NOI/NOV Case Initiation Portal' section. On the left, there is a 'Steps' sidebar with three green buttons: 'Case Information' (checked), 'Parties', and 'Documents'. The main form area is titled 'Case Information' and contains several fields: 'Case Type*' (a dropdown menu), 'Agency Case Number*' (a text input field with a red arrow pointing to it), and a 'Violation Location' section which includes 'Location Address 1', 'Location Address 2', 'Location Zip', 'Location City', 'Location State' (with 'DC' selected), and 'Location Ward'. There are 'Next Step' buttons at the top and bottom of the form area, and a blue 'Proceed' button at the bottom left.

Violation Location – Enter the address as listed on the NOI/NOV.

Home Case Search John Doe Logout

New NOI-NOV Filing

NOI/NOV Case Initiation Portal

Next Step →

Steps

- Case Information
- Parties
- Documents

Case Information

Case Type*

Agency Case Number*

Violation Location

Location Address 1

Location Address 2

Location Zip

Location City

Location State DC

Location Ward

Next Step →

Proceed


7. Parties

Respondent – This section allows you to provide your contact information. Fields with a red asterisk are required.

▼ Respondent ✕

First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Company Name	<input type="text"/>
Interpretation Services	<input type="text"/>
Address 1*	<input type="text"/>
Address 2	<input type="text"/>
Zip*	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Email*	<input type="text"/>
Telephone Type	<input type="text"/>
Telephone Number	<input type="text"/>

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

▼ Representative 

Assignment Role

First Name

Middle Name

Last Name

Organization Name

Address 1

Address 2

Zip

City

State

Email

Telephone Type

Telephone Number

8. Documents

Upload the NOI/NOV and your hearing request in this section. Note that only files uploaded in the PDF format are accepted.

Home Case Search John Doe Logout

New NOI-NOV Filing

NOI/NOV Case Initiation Portal

← Previous Step

Steps

- ✓ Case Information
- ✓ Parties
- ☑ Documents

Documents (1)

Document Type*

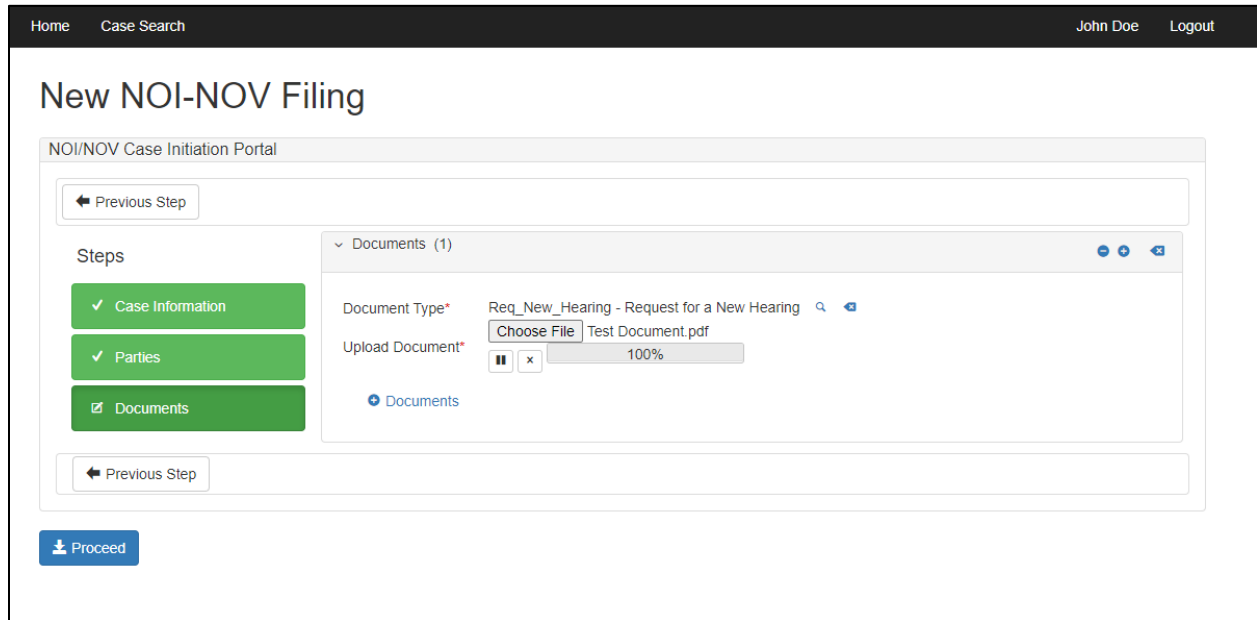
Upload Document* No file chosen

+ Documents

← Previous Step

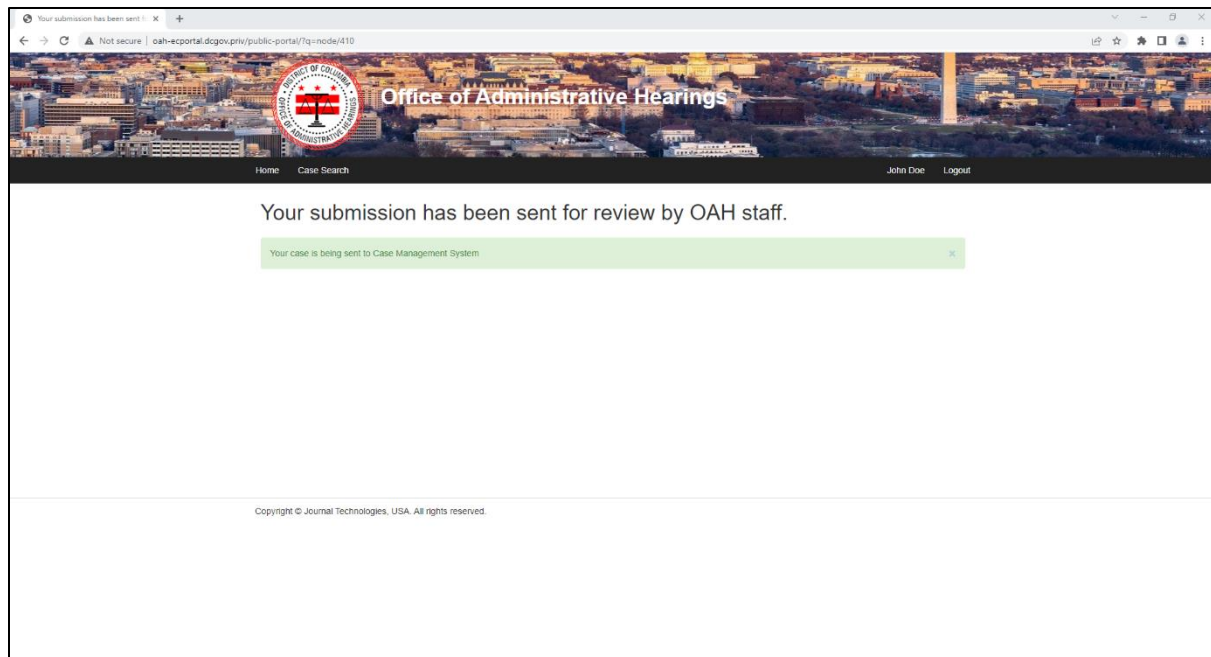
9. Submitting the hearing request.

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



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 NOI-NOV Filing'. Below this is a sub-heading 'NOI/NOV Case Initiation Portal'. A 'Previous Step' button is visible. The 'Steps' section on the left shows three green buttons: 'Case Information' (checked), 'Parties' (checked), and 'Documents' (checked). The 'Documents' section on the right shows a dropdown menu for 'Documents (1)'. Below this, the 'Document Type*' is set to 'Req_New_Hearing - Request for a New Hearing'. The 'Upload Document*' section shows a 'Choose File' button, a file named 'Test Document.pdf', and a progress bar at 100%. There is also a 'Documents' link. At the bottom, there is a 'Proceed' button.

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








The screenshot shows a confirmation page for the Office of Administrative Hearings. The browser address bar shows 'oah-ecportal.dcgov/priv/public-portal/?q=node/410'. The page features a banner with the OAH logo and the text 'Office of Administrative Hearings'. Below the banner, the main message reads 'Your submission has been sent for review by OAH staff.' A green notification box below this message states 'Your case is being sent to Case Management System'. At the bottom of the page, there is a copyright notice: 'Copyright © Journal Technologies, USA. All rights reserved.'

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.