

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF ADMINISTRATIVE HEARINGS**



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Petitioner(s), v. Respondent(s)	Case No.: _____
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NOTICE OF APPEARANCE - NON-ATTORNEY

*Use this form if you are **not a lawyer** but you want to represent a party in an Office of Administrative Hearings (OAH) case. A **non-attorney can only represent a party as allowed by the OAH Rules**. OAH Rule 2810 covers representation by non-attorneys. Additional rules for non-attorney representation for specific case types are at OAH Rules 2935 (rental housing), 2972 and 2973 (public benefits), and 2982 (unemployment benefits). **You must provide a copy of this form to the other party and complete the attached Certificate of Service.***

Name (please print): _____

Address: _____

Telephone: _____ Email: _____

I am the representative for the: ☐ Petitioner(s) ☐ Respondent(s)

In the space below, please describe your relationship to the party:

By signing this form, I certify that I meet the requirements of the OAH Rules and that I have obtained the consent of the party I am representing. I understand that the party can withdraw their consent to my representation at any time.

Signature: _____ Date: _____

CERTIFICATE OF SERVICE

I have sent a copy of the attached documents to the other party(s) in this case. They are listed below:

PARTY:

Name: _____

Address: _____

Date sent: _____

METHOD OF DELIVERY:

☐ Mail

☐ Commercial Carrier

☐ Hand Delivery

☐ Fax, to: _____

☐ Email, to: _____

PARTY:

Name: _____

Address: _____

Date sent: _____

METHOD OF DELIVERY:

☐ Mail

☐ Commercial Carrier

☐ Hand Delivery

☐ Fax, to: _____

☐ Email, to: _____

If you sent documents to more than two people, provide the above information for the additional people on a separate sheet of paper.

Name of person providing information: _____

Signature: _____

Date: _____