



**DISTRICT OF COLUMBIA
OFFICE OF ADMINISTRATIVE HEARINGS
441 4TH STREET, NW, SUITE 450 NORTH
WASHINGTON, DC 20001-2714**



Tel: (202) 442-9094 • Fax: (202) 442-4789 • Email: oah.filing@dc.gov

PARTY CASE FILE REQUEST

Complete this form to request copies of orders or other documents from your case file. Requests usually take up to 5 business days to process, but may take longer for large requests or requests for cases that have been archived. The OAH Clerk's Office will contact you if it is anticipated that your request will take longer than 5 business days.

PARTY CONTACT INFORMATION

Name: _____ Date: _____

Mailing Address: _____

Telephone Number: _____ Email Address: _____

CASE INFORMATION & AFFILIATION

- 1. Case Number: _____ Party Party Representative
- 2. Case Number: _____ Party Party Representative
- 3. Case Number: _____ Party Party Representative

If you are requesting specific orders or files, please explain:

IMPORTANT NOTE: If you are NOT a party to the case(s) listed above or an authorized representative for a party to the case(s) listed above, you may obtain case records by submitting a Freedom of Information Act request: to oah.foia@dc.gov; at <https://foia-dc.gov/App/Index.aspx>; by fax at 202.442.4789; or by regular mail to 441 4th Street, NW, Suite 450 North, Washington, DC 20001. The outside of the envelope or the subject line of the fax or e-mail must state: "Freedom of Information Act Request" or "FOIA Request." Records will be produced in accordance with the D.C. Freedom of Information Act. Additionally, records will be produced in accordance with the disclosure requirements of federal and/or District statutes, as applicable.

FOR OAH USE ONLY

Received by: _____ Date Records Provided: _____