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

_____ Petitioner(s), v. _____ Respondent(s)	Case No(s).: _____

Request for Video Conference or In-Person Hearing

If you are scheduled for a telephone hearing, you may request that your hearing be held by video conference or in person at the Office of Administrative Hearings, if you have a good reason. You must try to get the other party to agree. After you have tried to reach the other party, complete this form and send it to the other party and to OAH. OAH will let you know if the hearing will be held virtually by video conference or in person at the Office of Administrative Hearings.

Name (please print): _____ Representative: _____

Address: _____ Address: _____

_____ Ward: ____ _____

Telephone:_____ Telephone:_____

Email: _____ Email: _____

☐ I consent to receive documents by email (OAH Rule 2841.16) ☐ I consent to receive documents by email (OAH Rule 2841.16)

1. Scheduled Hearing Date**: _____ at _____ (AM/PM)**
Date **Time**

2. I am asking for:

- ☐ A video conference hearing.
- ☐ An in-person hearing at OAH.

3. Reason for Request: _____

_____

4. Did the other party agree to the request?

- ☐ **They agreed**
- ☐ **They did not agree**
- ☐ **I have not heard from them**

5. I sent a copy of this document to _____ (other party), on _____ (date): (Check one box)

- ☐ By **Fax** to this number: _____
- ☐ By **Mail** to the address: _____
- ☐ By **Hand-delivery** to: _____
- ☐ By **Email** **(allowed only if the party has agreed in writing)**:_____

Name of person preparing request or providing information: _____

Signature: _____ Date: _____