



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 to Participate by Telephone

Use this form only if you are scheduled for an in-person hearing or mediation. You or your witness may participate by telephone if you have a good reason. You must first 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 you may participate by telephone. If an in-person hearing is scheduled, lawyers or representatives may not participate by phone.

Party Name:
Address:
Telephone:
Email:
Representative (if party has one):
Address:
Telephone:
Email:

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

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

2. I am asking:

- To participate by telephone. I can be reached at:
For (witness name) to participate by telephone. They can be reached at

3. Reason for Request:

4. Did the other party agree to the requested new hearing date?

- 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 to (allowed only if the party has agreed in writing):

Name of person preparing request:

Signature: Date:

SO ORDERED: GRANTED DENIED
Administrative Law Judge: