

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



441 4<sup>TH</sup> STREET, NW, SUITE 450 NORTH | WASHINGTON, DC 20001-2714  
**MAIN:** (202) 442-9094 | **EMAIL:** oah.filing@dc.gov | **EFILING:** ecourt.oah.dc.gov/public-portal

|                                                                                                                                                                                                                                             |                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <div style="border-bottom: 1px solid black; margin-bottom: 10px;">Petitioner(s),</div> <div style="text-align: center; margin-bottom: 10px;">v.</div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;">Respondent(s)</div> | Case No.: _____ |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|

**REQUEST FOR A NEW HEARING**

*You may use this form to ask the Administrative Law Judge to schedule a new hearing if you **missed a hearing** or if you **received a default Final Order** because you did not file a required document (such as an agency determination or an answer to a Notice of Violation). Use an additional page if needed. You must send a copy of your request to the other party and **complete the attached Certificate of Service**.*

|                   |                                          |
|-------------------|------------------------------------------|
| Name: _____       | Representative (if party has one): _____ |
| Address: _____    | Address: _____                           |
| _____ Ward: _____ | _____                                    |
| Telephone: _____  | Telephone: _____                         |
| Email: _____      | Email: _____                             |

**Date of missed hearing (if you were scheduled for a hearing):** \_\_\_\_\_

In the space below, explain why you missed your hearing or why did not file the required document:

In the space below, explain your legal claim or defense regarding the issue(s) in the case:

Name of person preparing request: \_\_\_\_\_

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: \_\_\_\_\_