

**DISTRICT OF COLUMBIA**  
**OFFICE OF ADMINISTRATIVE HEARINGS**  
One Judiciary Square  
441 Fourth Street, NW  
Washington DC, 20001-2714  
(202) 442-9094 Phone (202) 442-4789 Fax

## REQUEST FOR A DIFFERENT HEARING DATE

You may ask for a different hearing date or time if you have an emergency or another 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 contact you and let you know if the date has been changed. If you do not hear from OAH, the date has not been changed.

My Name: \_\_\_\_\_

My Case No.: \_\_\_\_\_

My Address: \_\_\_\_\_

My Telephone No(s): \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

My Fax No.: \_\_\_\_\_

1. My hearing is set for: \_\_\_\_\_ at \_\_\_\_\_  
(date) (time)

2. I would like my hearing changed to: \_\_\_\_\_ at \_\_\_\_\_ **OR** : \_\_\_\_\_ at \_\_\_\_\_  
(date) (time) (date)  
(time)

3. I need a different date and/or time for the following very good reason(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. I have tried to contact the other party to ask them to agree to this request, and (check one):

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

5. I have sent a copy of this document to the other party \_\_\_\_\_ (their name),

on \_\_\_\_\_ (date): (Check one box)

- By **Fax** to this number: \_\_\_\_\_
- By **Mail** to the address below, **OR**
- By **Hand-delivery** to the address below:

\_\_\_\_\_  
Address of Other Party

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
My Signature Date

**SO ORDERED: GRANTED  DENIED**

**New hearing date and time:**

\_\_\_\_\_

\_\_\_\_\_

**Administrative Law Judge**