

WASHINGTON STATE
OFFICE OF ADMINISTRATIVE HEARINGS

OAH docket
number

In the matter of:
ABC, Inc.,

Type of
hearing

Docket No. 00-2016-LI-99999

NOTICE OF PREHEARING
CONFERENCE

Appellant.

Agency: Labor and Industries
Program: YYY
Agency No. #####

Agency
number

The administrative law judge will conduct a prehearing conference. At the conference, the administrative law judge will schedule the hearing and process. Under RCW 34.05.431 and WAC 10-08-130, a prehearing conference is scheduled for:

DATE: Day, Date

TIME: Hour, AM/PM

LOCATION: Telephone via WebEx

JUDGE: Name of Judge

WEBEX ACCESS CODE: 87654321#

Date and time
of hearing

At the time of your prehearing conference, please call 1-877-668-4490 (toll free). When prompted, enter WebEx access code followed by the pound sign (#). You will not have a PIN, so when prompted, enter the pound sign (#) again. The silence until the administrative law judge joins the hearing. You may be on hold as 15 minutes for the administrative law judge to join the conference call. Be sure your cell phone or cordless phone has sufficient reception and is sufficient to last the entire proceeding. If you have problems connecting to the hearing, the administrative law judge has not joined the hearing within 10 minutes after the scheduled start time, please immediately contact the Office of Administrative Hearings by calling 253-476-6888.

Call in
instructions

You must call in to the conference. If you fail to call in, the administrative law judge may hold you in default and dismiss your appeal. RCW 34.05.440(2)

If you are unable to call in, you may request a continuance of the prehearing conference. A request must include a reason. The continuance will only be granted if you can show good cause. Please send your request to the assigned administrative law judge at:

Office of Administrative Hearings
949 Market Street, Suite 500
Tacoma, WA 98402
253-593-2200 fax

OAH contact
information

You must send a copy of your request to everyone listed on the Certificate of Service. If the request is urgent, call 253-476-6888. You must call in unless the Office of Administrative Hearings notifies you that the prehearing conference is continued.

You may be represented by an attorney or other representative at your own expense. RCW 34.05.428. If you need an interpreter, we will provide one at no cost. If you have a disability and need accommodation, we may be able to help. Please contact the Office of Administrative Hearings at 253-476-6888 to request an interpreter or accommodation.

You can find more information about the hearing process at www.oah.wa.gov. Firearms and other dangerous weapons are prohibited at hearings and in all Office of Administrative Hearings facilities. WAC 10-20-010.

CERTIFICATE OF MAILING IS ATTACHED