Referring Agency Portal Guide

Dashboard

The Dashboard shows all of the cases associated with your caseload.

- Accordion sections expand to show more details:
    - Filters
    - Cases to Schedule
    - Upcoming Events
    - Cases with Pending Continuances
    - Cases Ready for Order
    - Orders Ready for Publication
    - Cases Requiring Further Action

Click the arrow on the left to expand any of the sections.

(Please note that names have been blacked out in screenshots for privacy.)
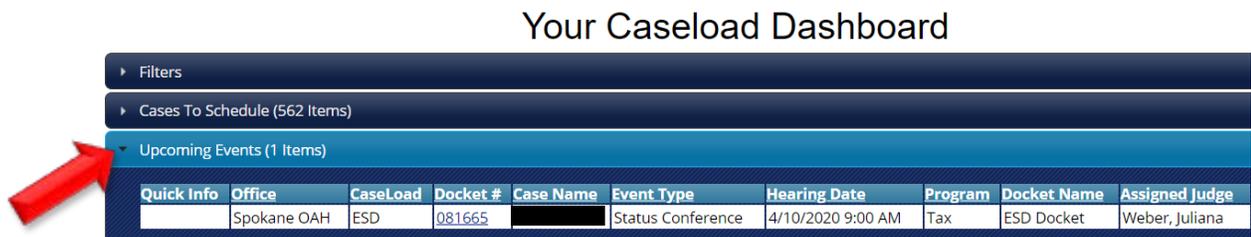
Click on a docket number to see more details about that case

Quick Info	Office	CaseLoad	Docket #	Case Name	Event Type	Hearing Date	Participation	Judge
	Spokane OAH	ESD	078194		Hearing	12/3/2019 10:30 AM	WebEx	Herkamp, Bruce
	Spokane OAH		083494		Hearing	12/3/2019 11:30 AM	WebEx	Herkamp, Bruce
	Spokane		082832		Hearing	12/4/2019 3:00 PM	WebEx	Manson, Jeffrey
	Spokane	AH	ESD	082944	Hearing	12/5/2019 7:30 AM	WebEx	Burdue, Cindy
	Spokane OAH	ESD	066810		Hearing	12/5/2019 8:00 AM	WebEx	Manson, Jeffrey
	Spokane OAH	ESD	082558		Hearing	12/5/2019 8:30 AM	WebEx	Emmal, Julie
	Spokane OAH	ESD	083624		Hearing	12/5/2019 9:00 AM	WebEx	Naccarato, Aaron
	Spokane OAH	ESD	083628		Hearing	12/5/2019 9:00 AM	WebEx	Manson, Jeffrey

Case Details Screen

Case Details for Docket 078194

Caseload	Case Name		Assigned Judge	Identifier Type	Identifier Value
ESD			Herkamp, Bruce	BYE Date	7/11/2020
Program	**Office**	**Docket Name**	**Status**	Determination Date	8/3/2019
Unemployment Insurance	Spokane OAH	ESD Docket	Active	Appeal Type	Intrastate
Appeal Filed Date	**OAH Received Date**	**Office Received Date**	**Disposition**	Agency Number	12525007
8/28/2019	8/30/2019	8/30/2019	Reversed		

Case Participants

Name	Primary?	Type	Language	Phone	Business Name	Business Phone
		Respondent - Claimant	English	(425) 374-9416		
	☐	Appellant - Employer	English			
EQUIFAX		Appellant Representative	English		EQUIFAX	(770) 740-5831

Scheduled Events

Event Type	Docket Name	Participation	Event Start Date	Judge	In-Person Location	Continuance Req Date	Continuance Req By	Continuance Req Reason	Interpreter Scheduled
Hearing	ESD Docket	WebEx	10/3/2019 1:30 PM	Liesel Lehrhaupt					
Hearing	ESD Docket	WebEx	12/3/2019 10:30 AM	Bruce Herkamp					

Case Orders

Order	Disposition / Reason	Publish Date

The Case Details Screen displays the following sections:
- Case Details
- Case Participants
- Scheduled Events
- Case Orders
- Electronic Documents
    - This is where you can view and upload documents for the case
- Event Check Ins
- Case Associations

Electronic Documents
There are four parts to the Electronic Documents section: Upload Files, Case Documents, Uploaded Documents Waiting for OAH review, Rejected Documents.

This section is where you view the documents in your case. You may also upload documents that you would like the judge to consider.

Upload Files

To upload files, click on the Choose File button and browse to the file on your computer.
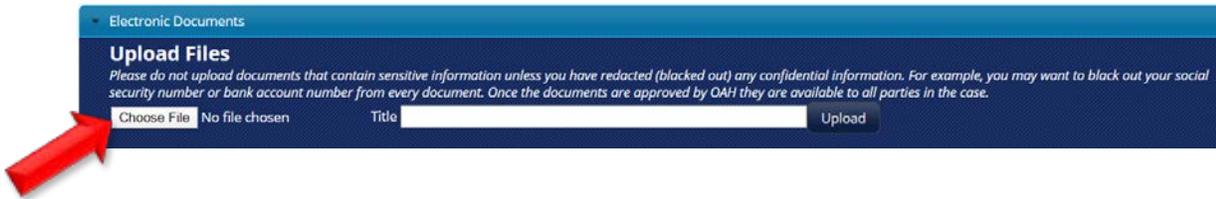
Browse for the desired file. (Please note that this screen may look different depending on your computer. Please use your normal method of browsing to and uploading a file.)
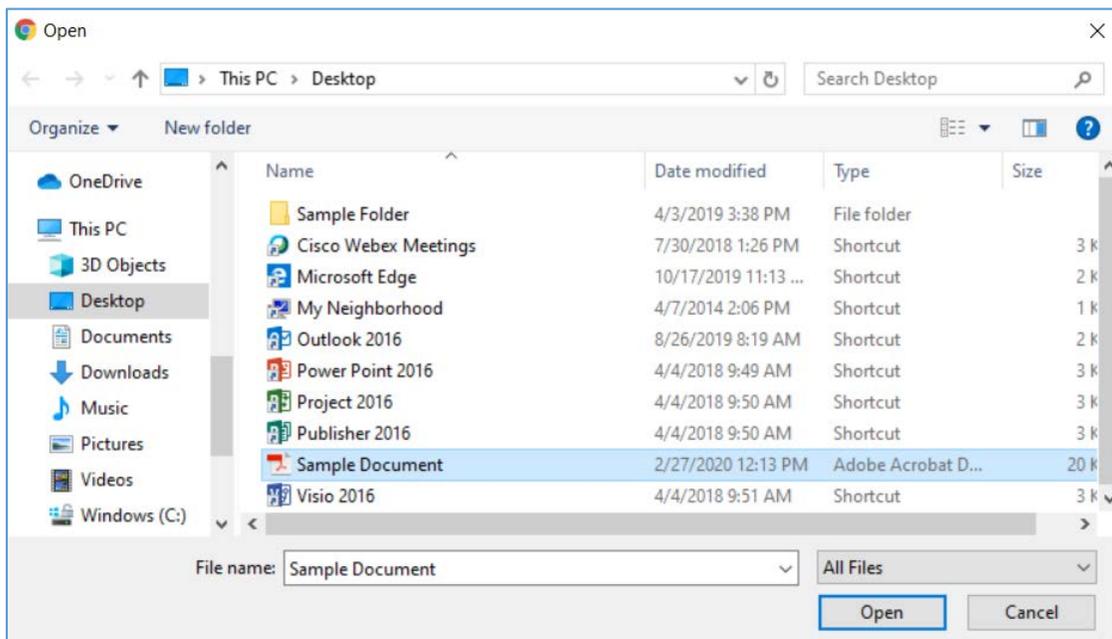
Type a title in the Title box and click Upload.
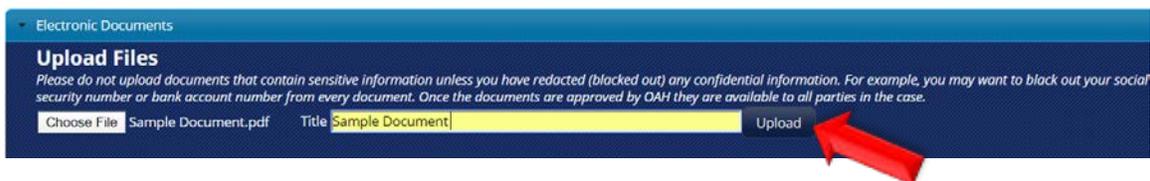
The document will move into the Uploaded Documents waiting for OAH to review section:

In some types of cases, you are required to redact (black out) confidential information before you upload it. If you are unsure if you are required to redact, please call OAH at 800-583-8271.

This is to protect information. Once a document is approved by OAH, then everyone in the case can see it. For example, you may not want to upload something with unredacted bank account information or social security numbers.

Rejected

If the document is rejected by OAH, it will show in the Rejected Documents section. A reason will be listed explaining why the document was rejected.

Rejected Documents				
Title	Filename	Reason Rejected	Date Uploaded	Date Rejected
Sample Document	078194.20574524.pdf	Document not legible	4/2/2020 8:57:45 PM	4/2/2020 9:04:20 PM

Accepted

If the document is accepted, you will see it in the Case Documents. This section shows all of the documents for the case.

Electronic Documents

Upload Files

Please do not upload documents that contain sensitive information unless you have redacted (blacked out) any confidential information. For example, you may want to black out y security number or bank account number from every document. Once the documents are approved by OAH they are available to all parties in the case.

Choose File No file chosen   Title [   ]   Upload

Case Documents

Filename	Document Type	Document Date	Uploaded Date
078194.94448153.pdf	Exhibits	8/30/2019	8/30/2019 9:44 AM
078194.82435314.pdf	Notice of Hearing	9/18/2019	9/18/2019 8:24 AM
078194-330374-134526152.mp3	Audio File OAH	10/3/2019	10/3/2019 1:46 PM
078194.155211769.pdf	Initial Order	10/3/2019	10/3/2019 3:52 PM
078194.11239442.pdf	Review Order	11/5/2019	11/5/2019 11:23 AM
078194.112617702.pdf	Exhibits - Remand	11/5/2019	11/5/2019 11:26 AM
078194.142235688.pdf	Notice of Hearing on Remand	11/14/2019	11/14/2019 2:22 PM
078194-344771-11444925.mp3	Audio File OAH	12/3/2019	12/3/2019 11:05 AM

As a note, you may need to refresh your screen to see the documents.

Case Search

Use the Case Search tab to look find a case.
- Search for a case using specific criteria
- You can search using one or more fields

Reports

Use the Reports tab to view closed appeals.
- You can generate 1 month of information
- The list of cases is sorted by Program, then by Closed Date in descending order.

The information in this report is based on the same "Closed Appeals" report many of you currently receive from OAH monthly.