



# Appointment Process, the Case Record, and NOA

OAH Training for  
Suitable Representatives

# What to Expect

- How OAH ADA Coordinator recommends you to a party
- You or the party can accept/reject appointment
- What information and records you will receive
- Expectations for filing a notice
- Withdrawing your appearance



# Selecting a Candidate

- Identify someone in the network
- Factors in WAC 10-24-010(11)
- Other considerations
  - Party's request
  - Previously represented or is currently representing the party
  - Stated a preference for:
    - Disputes of this case type or substance
    - Working with people with certain types of disabilities
    - The geographic area, including availability to travel
  - Available to meet the case timelines

# Deciding to Accept

- Information about
  - The case type
  - Events that have happened so far
  - Estimates of the expected timeline and number of hours
  - The needs of the party with the disability
  - Approved accommodations



# Acceptance

- If you accept
  - ADA Coordinator gives party a brief description of your qualification
- If party accepts
  - Authorize OAH to share information
- Appointment letter sent
  - [Example Letter](#)
- ADA Coordinator will arrange to introduce you

# First Meeting - Suggestions

- Duration
  - 1 hour
- Place/Method
  - Telephone
  - Email, Skype/FaceTime, in-person
- Discuss the case
  - What result is your client hoping for?
  - How they communicate may tell you a lot about them and their needs
  - Do they believe a settlement is possible?

# First Meeting - Suggestions

- Explain your role
  - How you will advocate and assist
  - Your role is limited
- Explain the hearing process
  - Expectations based on TV
  - Walk through what to expect
- Communication
  - Agree on when and how to communicate
  - Reminders?
  - Time of day
  - How soon a call/email should be returned

# First Meeting - Suggestions

- Next steps
  - What you need from them
  - Authorization form
  - Do they need help gathering documents?
  - Prehearing or hearing scheduled?
  - What they need to do before those dates





# Notice of Appearance

- Immediately file a Notice of Appearance (NOA)
  - Send to OAH
  - Send to all parties and their representatives
- Informs you are the representative
- All future case documents need to be sent to you
  - Exception is child support cases
  - DCS sends your NOA to the other parent
- Forms on [www.oah.wa.gov](http://www.oah.wa.gov)
- Do not disclose accommodation

# Case Records

- Paper records
- Electronic records
- Audio of prehearing conference



# Authorization Forms

- Consent form may be required
- DSHS and HCA may require for access to records or information
- Check with referring agency's representative
- Example forms
  - Authorized Representative (used by both DSHS and HCA)  
DSHS Form 14-532
    - <https://www.dshs.wa.gov/sites/default/files/FSA/forms/pdf/14-532.pdf>
  - Authorization DSHS 17-063  
(to disclose DSHS records to you for multiple program types)  
<https://www.dshs.wa.gov/sites/default/files/FSA/forms/pdf/17-063.pdf>
  - Authorization for Release of Information for HCA form 80-020
    - <https://www.hca.wa.gov/assets/free-or-low-cost/80-020.docx>

# Petition for Review

- Review judge's order with your client
- Do they want to appeal?
  - No – your appointment ends
  - Yes – help them write and file a petition for review
- Your appointment ends when the appeal deadline passes
- Client must ask for an accommodation at the next level

# Petition for Review – Cont.

- Look at the deadline
  - Postmarked date
  - Date received by the judge
- Initial and final orders have different review processes
- Form is not required for initial order
- If not petitioned, initial orders become final when the deadline for review passes
- [Example form](#)

# Petition for Review – Cont.

- Form not required for final order
- Reconsideration is different from filing a petition for judicial review with the courts
- Carefully read instructions
- [Example form](#)

# Petition for Judicial Review

- Form is required for petition for judicial review
- Filed with the court
- OAH does not provide court forms
- See Self-Help Resources on [courts.wa.gov](https://courts.wa.gov)
- Courthouse facilitators can help
- [Court forms page](#)
- [Washington Law Help](#)



# Appointment Ends

- Appointment ends
  - After filing a petition
  - Deadline for appeal passes





# Notice of Withdrawal

- No longer able/willing to complete the appointment
- Contact OAH ADA Coordinator
- File a Notice of Withdrawal
- [www.oah.wa.gov](http://www.oah.wa.gov)

# Questions or Feedback?

- Send feedback about this training
  - Email [OAH\\_ADACoordinator@oah.wa.gov](mailto:OAH_ADACoordinator@oah.wa.gov)

See you in the next video!