

WASHINGTON STATE
OFFICE OF ADMINISTRATIVE HEARINGS

In the matter of:

John Smith,

Appellant

Docket No. 09-2015-LIC-00000

NOTICE OF HEARING

Agency: Name of Agency
Program: Type of Program
Agency No. 9999999

Your case
Docket Number

Type of notice:
Prehearing or
Hearing

The Name of Agency (Agency) or the Office of Administrative Hearings (OAH) received hearing request on September 17, 2015.

YOUR HEARING WILL BE HELD

DATE: Tuesday, January 5, 2016

TIME: 9:00 AM Pacific Time or as soon after that time as an Administrative Law Judge is available.

LOCATION: Telephone Conference Call (see instructions below)

Type of notice:
Prehearing or
Hearing

If you or a witness needs an INTERPRETER, we will provide one at no cost. Please call OAH at (800) 583-8271 to request an interpreter.

How to participate in the hearing:

1. Before your hearing begins, call OAH at (800) 583-8271 and provide a telephone number where you can be reached for the hearing.
2. At the time set for the hearing, wait for the judge or agency representative to call you at the telephone number you provided.
3. Make sure your phone has reception, is fully charged, and has enough minutes to last at least an hour.
4. Make sure you are in a quiet place where you can hear and be heard clearly.
5. If you have problems receiving the judge's call, or if the judge does not call you within ten minutes after the hearing start time, immediately call OAH at (800) 583-8271.

If you cannot be reached or if you do not provide a telephone number where you may be reached at the time of the hearing, the administrative law judge may hold you in default and dismiss your appeal. This means **you may lose your right to a hearing.** (Law listed here).

Call the Agency Representative as soon as possible if you **need** to change the time or date of your hearing. The Administrative Law Judge will determine if you have good cause to change the time or date.

You may represent yourself at the hearing or choose an attorney or any other person to represent you. You are responsible for any fees charged by your attorney.

Tell OAH IMMEDIATELY if your address or phone number changes. We may need to send you notices and other mail about the hearing.

If you have a disability or sensory impairment and need accommodation when using our facilities or services, please contact OAH for help.

Please read the enclosed Hearing Rights Summary to learn about your rights, what to bring, and how hearings work. You can find general information about the hearing process at www.oah.wa.gov. Firearms and other dangerous weapons are prohibited at hearings and in all OAH offices. WAC 10-20-010. If you have a safety concern about the hearing or prehearing conference, please contact OAH.

SERVED on the date of mailing, stamped above.

Legal Authority: Laws will be listed here
Attached: Hearing Request
Enclosed: Hearing Rights Summary

HOW TO CONTACT OAH:

Office of Administrative Hearings
Address
City, State
Phone: (999) 999-9999
Fax: (999) 999-9999

OAH contact
information

HOW TO CONTACT AGENCY REPRESENTATIVE:

Agency Representative
Address
City, State
Phone: (999) 999-9999

Agency
Representative
information