

## **Interpreter Service Is Available**

Below is some basic information about how the Office of Administrative Hearings is dealing with the COVID-19 pandemic.

If you have more questions, please call OAH at (800) 583-8271. We will get an interpreter on the phone and provide help in your language. OAH provides the interpreter for free.

## **Mandatory State Furloughs**

Due to [Governor Inslee's Directive 20-08](#), all OAH employees will be required to furlough one day per month for four months. OAH will be closed, and most employees will be temporarily laid off on the following days:

Friday, August 21, 2020 | Friday, September 4, 2020 | Friday, October 23, 2020 | Wednesday, November 25, 2020

Some administrative law judges may continue to hold hearings on the agency-wide furlough days, and move their furlough day to another day in the week. **You should plan to attend your hearing unless you receive notice that it is postponed.**

For all filing deadlines that fall on a day that OAH is closed for furlough, OAH will consider the document timely filed as long as it is received by the next business day. Most hearings currently scheduled for a furlough day will be postponed and new notices sent to the parties.

In addition, some hearings on other days of the week may be postponed due to mandatory furloughs affecting the agency representative in the case.

## **Coronavirus Impact on Hearings**

In order to protect public health and OAH staff, these temporary changes to our normal procedures are in effect:

- All OAH offices are closed to the public until further notice. OAH will not conduct in-person hearings or accept in-person filing.
  - Filing case documents by secure email is allowed. [Click here](#) to learn how to manage files electronically.
  - Until further notice, OAH is not holding in-person hearings. All hearings will be held by telephone or video conference, if possible.
  - If you prefer an in-person hearing, you can request that your hearing be rescheduled until after in-person hearings resume. The administrative law judge will decide if your hearing can be rescheduled.
  - OAH staff will contact you to change or reschedule your hearing, if needed.
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Portals allow you to manage your case online. You can:

- View case information and
- File documents with OAH

**However, you must still send your documents to the other parties.**

#### Participant Portal

You can use the Participant Portal to see and manage all of your cases. There are instructions on the address sheet you received in the mail. The address sheet also has your codes.

- [Access the OAH Portal](#)

#### Resources

- [Portal Training](#) | [Guía del Portal del Participante](#)
- [Creating a Secure Access Washington Account](#) (video)
- [Creating a Secure Access Washington Account](#) (instructions) | [Cuenta de Secure Access Washington](#)
- [Click here](#) to start creating a SAW account
- [FAQ for the Participant Portal](#)

For help, call OAH at (800) 583-8271. We can walk you through the process with an interpreter.