

Example Notice of Hearing

WASHINGTON STATE OFFICE OF ADMINISTRATIVE HEARINGS

In the matter of:

John Doe,
Noncustodial Parent

Jane Doe,
Custodial Parent

Docket No. 02-2016-DCS-12345

NOTICE OF HEARING (MOD)

Agency: Department of Social and Health Services
Division of Child Support (DCS)
Modification

D # 1234567

OAH Case
Number

DCS Case
Number

The Division of Child Support (DCS) received the attached hearing request on February 16, 2016.

YOUR HEARING WILL BE HELD

Date: Wednesday, March 9, 2016

Time: 1:00 PM Pacific Time or as soon after that time as an
Administrative Law Judge is available.

How: TELEPHONE CONFERENCE CALL

Hearing date,
time and
location

Your hearing will be conducted by telephone. The DCS Representative will contact you at your number at the above date and time. You must provide the Office of Administrative Hearings with a telephone number where you can be reached for the hearing, or a default may be entered. Please disable any call blocking feature on your phone. See RCW 34.05.440(2). If you do not appear, you may lose your right to a hearing.

Call the DCS 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.

If you are in custody at a Correctional Facility, please contact your counselor or the person to whom you report at the facility prior to the date of hearing to make arrangements to participate in a telephone hearing.

Please read the enclosed Hearing Rights Summary to learn about your rights, what to bring, and how hearings work. General information about the hearing process can be found on the Office of Administrative Hearings web site at www.oah.wa.gov. Firearms and other dangerous weapons are prohibited at hearings and in all Office of Administrative Hearings offices. WAC 10-20-010.

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

SERVED on the date of mailing, stamped above.

Legal Authority: RCW 74.20A.059, WAC 388-14A-3925, and ch. 388-02 WAC

Attached: Hearing Request

Enclosed: Hearing Rights Summary

A copy was sent to:

John Doe, Noncustodial Parent

Jane Doe, Custodial Parent

Rep Name, Department Representative

DCS REPRESENTATIVE

Representative Name

Location

Contact Information

DCS contact
information

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Office of Administrative Hearings

Office Address

Phone Number

Fax Number

People who must
attend the hearing

OAH contact
information