

Participant Portal Guide

This portal allows you to electronically see the data and documents for your case at the Office of Administrative Hearings (OAH). For example, it shows your hearing dates, the documents in your case, and the judge's decision. This electronic access to documents is called the OAH Participant Portal.



Important Note: You must have a Secure Access Washington (SAW) account to access the OAH Participant Portal. For instructions on how to create a SAW account, please see the video on *Creating a Secure Access Washington Account* on www.oah.wa.gov.

Access the Participant Portal

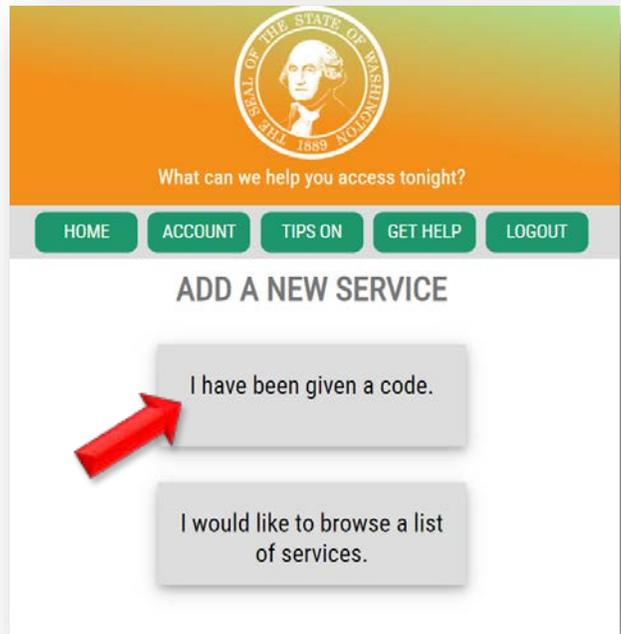
Once you have created your SAW account, you will need to add the OAH Participant Portal. (If you have already taken this step, please skip to page 4.)

- Select the “ADD A NEW SERVICE” button.

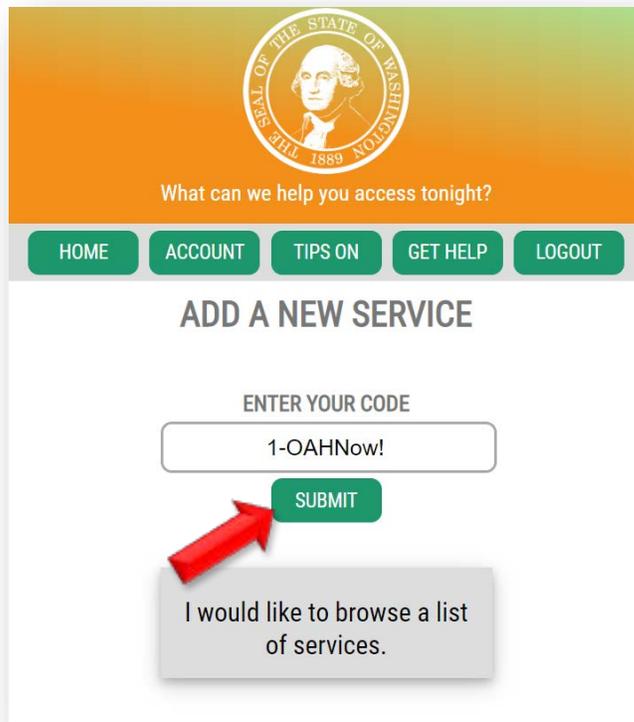
The screenshot shows the Secure Access Washington portal. At the top left is the Seal of the State of Washington, featuring George Washington and the text 'THE SEAL OF THE STATE OF WASHINGTON' and '1889'. To the right, a green banner says 'GOOD AFTERNOON! What can we help you access today?'. Below the banner is a navigation bar with 'SecureAccess Washington' on the left and buttons for 'ACCOUNT', 'GET HELP', 'TIPS ON', and 'LOGOUT' on the right. A red arrow points to a red button labeled 'ADD A NEW SERVICE'. Below this is a table with columns: 'SERVICE', 'DESCRIPTION', 'MEMBERSHIP ?' (with a question mark icon), and 'ACTION ?' (with a question mark icon). Below the table, a message reads: 'Welcome to Secure Access Washington! To start using services from agencies around Washington, click the 'Add A New Service' button above.' On the right side, there is a dropdown menu labeled 'SHOWING YOUR SERVICES FROM' with 'ALL OF WASHINGTON' selected, and a logo for 'WASHINGTON STATE AGENCIES' featuring a map of Washington and the state capitol building.

Note: The format may change depending on the size of your screen.

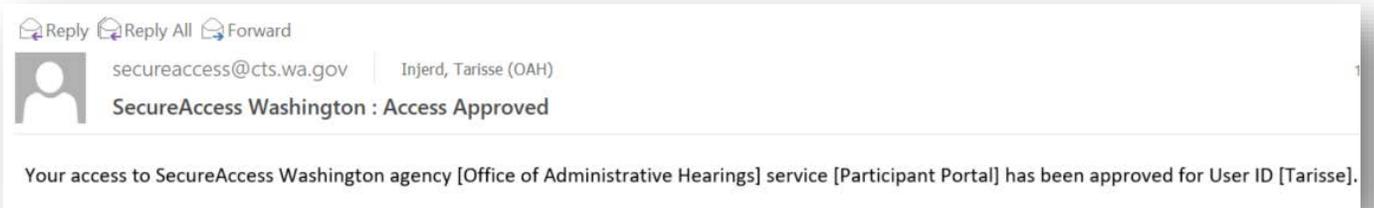
- Select “I have been given a code” button.



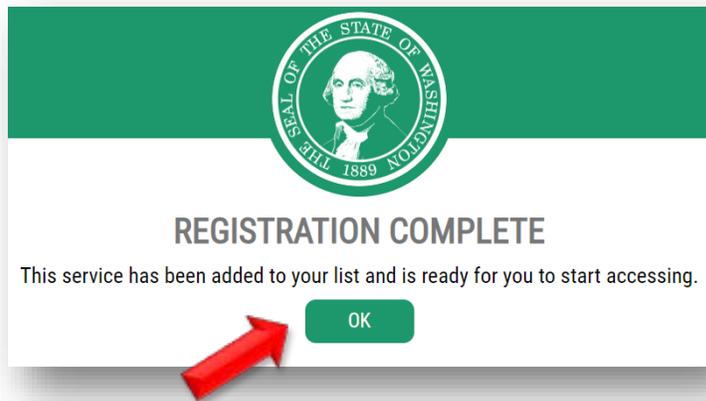
- Enter “1-OAHNow!” and click Submit.



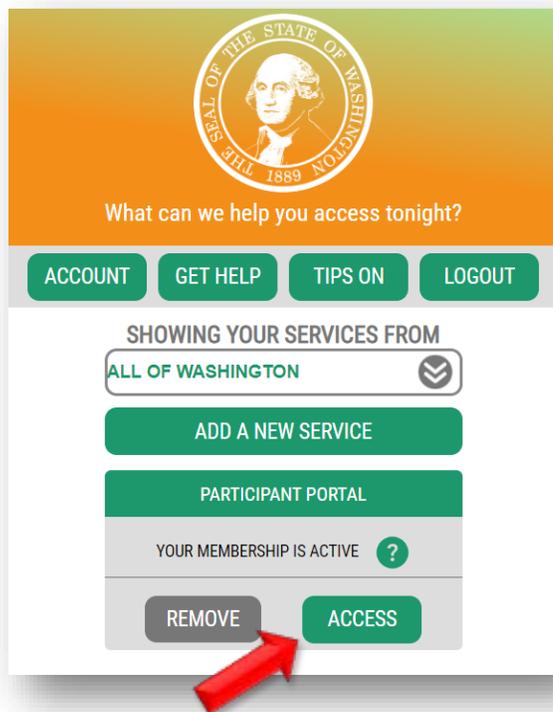
- You will receive an email that your access has been approved.



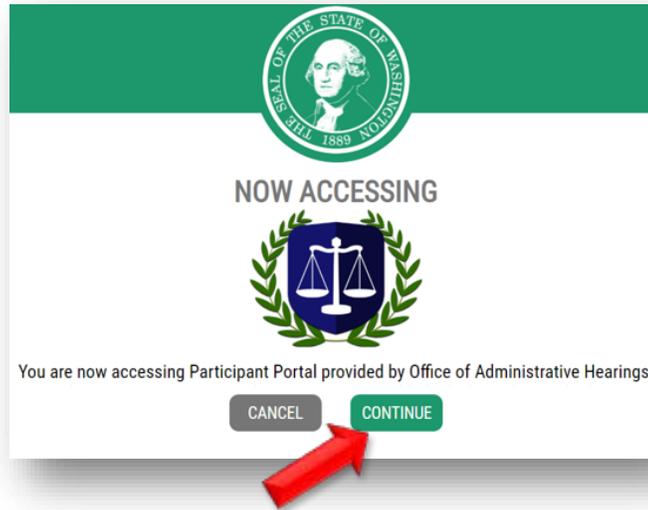
- Click OK on Registration Complete.



- Click the “Access” button.



- Click Continue.



Add Your Case

Once you are in the Participant Portal, you need to add your case. From your Notice of Hearing, add your docket number and participant identifier:



Docket number formats:

- 6 numbers
- Combination of numbers and letters: ##-####-XYZ-#####

Participant Identifier

- Up to 6 numbers

If you have any problems adding your case, please call OAH at 800-583-8271.



Home

After you click **Continue**, your case will be added and you will see details such as your email address, physical address, the Docket Number, and the Appeal Filed Date (the date you filed your appeal).

Click on the **Docket #** to see more information:

PRISM Participant Portal Washington State Office of Administrative Hearings

Home Add Case

Your Information

Name	UserName	Email Address	SMS Number	Last Modified
Tarisse Injerd	Tarisse	tarisse.injerd@oah.wa.gov	0	10/21/2019

Address
12345 Sunshine Lane , Tacoma, WA 98404

Your Cases (1 Items)

Office	CaseLoad	Docket #	Case Name	Program	Docket Name	Appeal Filed Date	OAH Received Date
Tacoma OAH	ESD	085637	Tarisse Injerd	Unemployment Insurance	ESD Docket	3/2/2020	3/3/2020

Case Details Screen

There are 6 sections on this new screen:

- Case Details
- Case Participants
- Scheduled Events
- Case Orders
- Electronic Documents
- Issue Codes (if this is an Employment Security Department hearing)

CASE DETAILS

Here is a brief explanation about each field in the Case Details section.

Case Details for Docket 085637

Caseload	Case Name	Assigned Judge	Identifier Type	Identifier Value
ESD	Tarisse Injerd	Beebe, Courtney	Determination Number	76543211
Program	Office	Docket Name	Status	
Unemployment Insurance	Tacoma OAH	ESD Docket	Active	
Appeal Filed Date	OAH Received Date	Office Received Date	Disposition	
3/2/2020	3/3/2020	3/3/2020	Not Available	

- **Caseload** – An abbreviation for the type of hearing (i.e. ESD is Employment Security Department).
- **Case Name** – The name of the appellant.
- **Assigned Judge** – The name of the Administrative Law Judge assigned to the case.
- **Identifier Type** – This is an optional field. It can show the number used to identify a person from the agency who is involved in the hearing. For example, a social security number or a determination number.

- **Identifier Value** – This is the identifying number.
- **Program** – This is the program under the caseload. For example, Unemployment Insurance is a program in the Employment Security Department.
- **Office** – This is the OAH office handling your appeal.
- **Docket Name** – An abbreviated name to help OAH schedule the case.
- **Status** – A case may be active or closed.
- **Appeal Filed Date** – The date of your appeal.
- **OAH Received Date** – The date OAH received your appeal. (Often it takes the referring agency a little time to process the appeal and send it to OAH.)
- **Disposition** – The disposition of the case such as Affirmed, Denied, Dismissed, etc.



Remember that the Office of Administrative Hearings (OAH) is completely separate from the agency who took action. When you see references to caseloads and programs, those are hearings for agencies that are separate from OAH. This enables OAH to be fair and impartial during your hearing.

CASE PARTICIPANTS, SCHEDULED EVENTS AND CASE ORDERS

Here is a brief explanation about each field in the Case Participants, Scheduled Events and Case Orders sections.

Case Participants				
Name	Primary?	Type	Language	Business Name
Tarisse Injerd	<input checked="" type="checkbox"/>	Appellant - Claimant	English	

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	3/3/2020 9:00 AM	Courtney Beebe					

Case Orders		
Order	Disposition / Reason	Publish Date
ESD Initial Order	Affirmed	4/2/2020

- **Name** – The names of all participants involved in the hearing.
- **Primary** – This box shows the name of the person who filed the appeal.
- **Type** – The role of each participant.
- **Language** – The language spoken by each participant.
- **Business Name** – The business name (if applicable).
- **Event Type** – The type of event (for example Hearing or Prehearing).
- **Docket Name** – An abbreviated name to help OAH schedule the case.
- **Participation** – The method that will be used for participating in the hearing. For example, WebEx is a telephone conference call. The hearing could be in person or by phone.
- **Event Start Date** – the date of your event (such as your prehearing or hearing).
- **Judge** - The name of the Administrative Law Judge assigned to the case.
- **In-Person Location** – The location if the hearing is in person (rather than by phone).

- **Continuance Req Date** – The date a continuance was requested (if applicable).
- **Continuance Req By** – The person who requested the continuance (if applicable).
- **Continuance Req Reason** – The reason a continuance was requested (if applicable).
- **Interpreter Scheduled** – Displays if an interpreter was scheduled.
- **Order** – The name (type) of the order.
- **Disposition / Reason** – The disposition of the case such as Affirmed, Denied, Dismissed, etc.
- **Publish Date** – The date the order was mailed (or emailed).

ELECTRONIC 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.

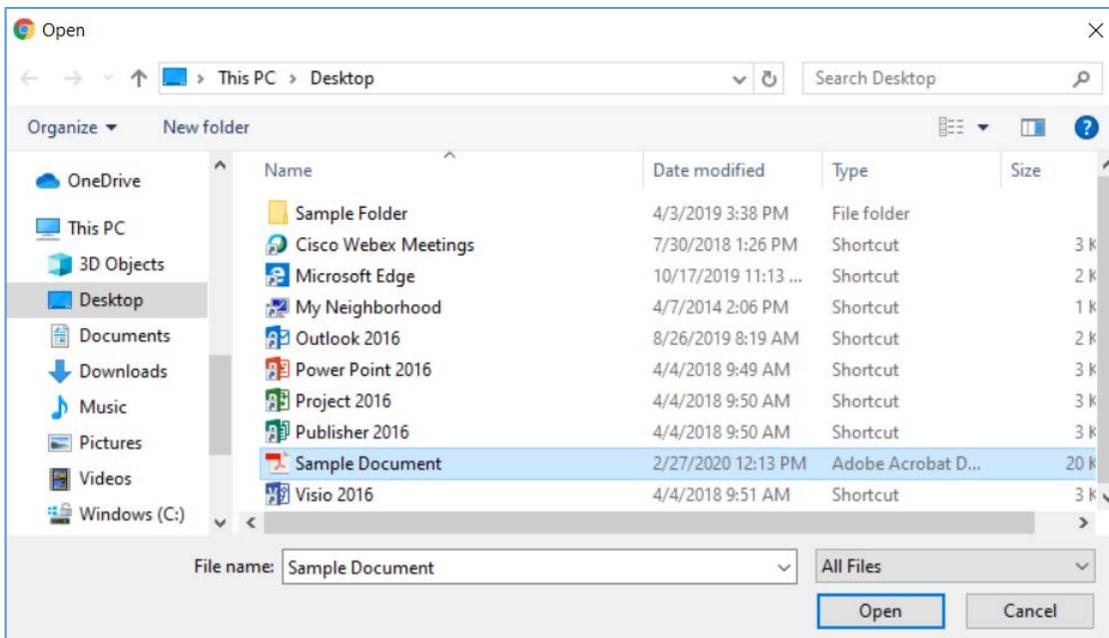
Upload Files

To upload files, click on the Choose File button and browse to the file on your computer.



Browse to the file on your computer:

(Please note that this screen may look different depending on your computer. Please use your normal method of browsing to a file 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:



Uploaded Documents waiting for OAH review		
Title	Filename	Date Uploaded
Sample Document	078194.20574524.pdf	4/2/2020 8:57:45 PM



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.

The reason we do that is to protect your information. Once a document is approved by OAH, then everyone in the case can see it. For example, you may not want everyone to see your bank account information or your social security number.

Case Documents

This section displays all of the documents in your case including the Notice of Hearing and any exhibits.

Case Documents			
Filename	Document Type	Document Date	Uploaded Date
032020DCS30599.112521875.pdf	Request for Hearing/Appeal	3/24/2020	3/27/2020 11:25 AM
032020DCS30599.112549462.pdf	Notice of Hearing	3/25/2020	3/27/2020 11:25 AM
032020DCS30599.135012171.pdf	Exhibits	3/31/2020	3/31/2020 9:12 AM

- **Filename** – the OAH name for each document.
- **Document Type** – the type of document.
- **Document Date** – the date the document was approved or added to Case Documents.
- **Uploaded Date** – the date the document was uploaded.

Uploaded Documents waiting for OAH review

This section shows documents that you have uploaded. OAH must review each document before it is added to the Case Documents.

Uploaded Documents waiting for OAH review			
Title	Filename	Date Uploaded	Uploaded By
Sample Document #1	085637.104250196.pdf	3/30/2020 10:42:50 AM	Tarisse Injerd

Rejected Documents

If OAH rejects a document that you uploaded, it will display here. It will also show the reason the file was rejected and the date it was rejected.

Rejected Documents			
Title	Filename	Reason Rejected	Date Uploaded
Sample Document	085637.104114751.pdf	Sample rejected document	3/30/2020 10:41:14 AM

If you have any questions, please call OAH at 800-583-8271.