**WASHINGTON STATE**

This section is the case heading. All parties include the heading on all documents filed.

**OFFICE OF ADMINISTRATIVE HEARINGS**

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| --- | --- |
| In the matter of:[Insert case name],[Insert role][[1]](#footnote-1). | Docket No. [Insert docket number]**NOTICE OF WITHDRAWAL** Agency: [Insert referring agency]  |

TO: Office of Administrative Hearings; and

[insert department representative and names of all other parties or parties’ representatives]

YOU AND EACH OF YOU WILL PLEASE TAKE NOTICE that [insert your name] hereby withdraws [his or her] appearance in the above-entitled case as representative [or attorney, LLLT] for [insert your client’s name and role like Appellant, Custodial Parent, Claimant]. Service of all further pleadings, notices, orders, and case documents may be had by serving [insert client’s name].

DATED this \_\_\_day of \_\_\_\_\_\_, 20\_\_.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Your name [and WSBA or LLLT #, if any]

I certify that I mailed a copy of this document, postage prepaid, to all parties or their counsel of record. I certified under penalty of perjury, under the laws of the State of Washington, that the foregoing is true and correct.

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, WA.

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Child support is an example of a case type with multiple parties (two parents and the department). In some headings, you may need to add a second case name and party role. [↑](#footnote-ref-1)