

Common Forms & Pleadings

OAH Training for Suitable Representatives



Orientation to OAH forms
Authorization Forms
Notice of Hearing
Prehearing Conferences
Orders / Petition for Review
Notice of Withdrawal

Case Record

- Case Documents
 - Documents / audio recordings
 - Referring agency's action
 - Client's appeal
 - Notice of Hearing
- Contact referring agency's representative

Tip: The Notice of Hearing has case information you need to fill out forms

Quick
Tip

- Docket number
- Client ID
- Etc.

Common Forms

- Agency Authorization and Consent Forms
- Forms on oah.wa.gov
 - Notice of Appearance
 - Notice of Hearing
 - Prehearing Order
 - Exhibit List/Witness List
 - Initial Order with example Petition for Review
 - Final Order with example Request for Reconsideration
 - Notice of Withdrawal

OAH Forms

- Forms on www.oah.wa.gov
 - Resources tab
 - Legal Research

Caseload	Sample Forms
Public Assistance	<ul style="list-style-type: none"> • Notice of Hearing
Division of Child Support	<ul style="list-style-type: none"> • Notice of Hearing
	<ul style="list-style-type: none"> • Notice of Prehearing Conference • Notice of Hearing • Sample Letter to Cancel Prehearing/Hearing • Sample Email to Cancel Prehearing/Hearing • Prehearing Conference Order • Order of Dismissal (Default) • Petition to Reinstate Appeal Form • Initial Order (decision received after hearing)
	<ul style="list-style-type: none"> • Witness List • Exhibit List • Notice of Prehearing Conference • Notice of Hearing • Prehearing Conference Order
	<ul style="list-style-type: none"> • Witness List (Microsoft Word) • Witness List (PDF) • Exhibit List (Microsoft Word) • Exhibit List (PDF) • Scheduling Notice • Prehearing Conference Order
	<p>Notice of Appearance (NOA) by attorney or representative:</p> <ul style="list-style-type: none"> • NOA Instructions • NOA Generic Template • NOA DSHS Template • NOA HCA Template • NOA ESD Template • NOA DCS (with attorney on other side) • NOA DCS (no attorney on other side)
Any Caseload	

The screenshot shows the top navigation bar of the Office of Administrative Hearings (OAH) website. The header includes the OAH logo and the text "OFFICE OF ADMINISTRATIVE HEARINGS". Below the header is a navigation menu with four tabs: "Home", "Resources", "About OAH", and "Contact Us". A red arrow points to the "Resources" tab. Below the navigation menu is a "Hearings" section with four links: "General Hearing Information", "Unemployment Insurance", "Public Assistance/Welfare", and "Division of Child Support". To the right of the "Hearings" section is a "Legal Research" section with two links: "Legal Research & Resources" and "Language Page". A red arrow points to the "Legal Research & Resources" link.

Notice of Appearance

- File Notice of Appearance (NOA)
 - Send to OAH
 - Send to all parties
 - Addresses are on the Notice of Hearing (NOH)
- NOA forms on **www.oah.wa.gov**

Any Caseload	<p>Notice of Appearance (NOA) by attorney or representative:</p> <ul style="list-style-type: none">• NOA Instructions• NOA Generic Template• NOA DSHS Template• NOA HCA Template• NOA ESD Template• NOA DCS (with attorney on other side)• NOA DCS (no attorney on other side) <p>Notice of Withdrawal by attorney or representative:</p> <ul style="list-style-type: none">• Notice of Withdrawal Instructions• Notice of Withdrawal Template
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Authorization Forms

- Authorization form
 - Permission to share information with you
 - Links to common authorization forms
 - Authorized Representative (used by both DSHS and HCA)
DSHS Form 14-532
 - <https://www.dshs.wa.gov/sites/default/files/FSA/forms/pdf/14-532.pdf>
 - Authorization DSHS 17-063
(to disclose DSHS records to you for multiple program types)
<https://www.dshs.wa.gov/sites/default/files/FSA/forms/pdf/17-063.pdf>
 - Authorization for Release of Information for HCA
HCA 80-020
 - <https://www.hca.wa.gov/assets/free-or-low-cost/80-020.docx>

Authorization Forms - Continued

- Ask referring agency representative if authorization is needed

	Authorized Representative			
<p>An Authorized Representative is someone you designate to represent you when you apply for or receive benefits with the Department of Social and Health Services (DSHS) or Health Care Authority (HCA). This individual or organization is authorized to act on your behalf for eligibility purposes. Having an authorized representative is optional; DSHS or HCA cannot withhold benefits if you do not sign this form.</p>				
Client Information				
NAME			ACES CLIENT ID NUMBER	
Authorized Representative Information				
NAME		ORGANIZATION AND DEPARTMENT (IF APPLICABLE)	PHONE NUMBER (AREA CODE)	
MAILING ADDRESS		CITY	STATE	ZIP CODE
Program and Duration Information				
Which program(s) do you want your authorized representative to act on in your behalf? Check all that apply.				
<input type="checkbox"/> Cash Benefits <input type="checkbox"/> Basic Food Benefits <input type="checkbox"/> Health Care Coverage <input type="checkbox"/> Long-term Care Coverage				
How long do you want your authorized representative to act on your behalf?				
<input type="checkbox"/> 90 days <input type="checkbox"/> End of certification period (usually one year)				
You may withdraw or revoke your request for an authorized representative at any time, verbally or in writing, without any impact on benefits.				

Notice of Hearing

- Notice of Hearing (NOH)
 - Basic information about hearing
 - Instructions how to participate
 - Issues for hearing are identified
 - Hearing request may be attached
 - Lists participants and representatives
 - Contact information

Prehearing Conferences

- Prehearing telephone conference
 - Clarify issues
 - Hear a request
 - Judge gives instructions
 - Discovery
 - Set hearing date
- Prehearing Order
 - Summarizes agreements
 - May include notice of next event

Feedback?

- Send feedback about this training
 - Email OAH_ADACoordinator@oah.wa.gov

See you in the next video!

Orders/Petition for Review

- Order
 - The judge's decision
 - Appeal rights
 - Strict deadline for filing petitions
- Review Expectations and Procedural Rules
 - Filing a Petition for Review
 - Request to Reinstate
- Review APA and Model Rules Training
 - Difference between initial and final orders

Notice of Withdrawal

- Form to withdraw from the case
- Sent to OAH
- Sent to all parties
- Instructions on www.oah.wa.gov