

WASHINGTON STATE  
OFFICE OF ADMINISTRATIVE HEARINGS

In the matter of:

Name of the Appellant,  
Type of Appellant

Name of Respondent,  
Type of Respondent

Docket No. Case Number

**NOTICE OF HEARING (MOD)**

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

Program: Program Name  
D #

The Division of Child Support (DCS) received the attached hearing request on Date.

**YOUR HEARING WILL BE HELD**

**Date:** Date of the hearing

**Time:** Time of the hearing Pacific Time or as soon after that  
time as an Administrative Law Judge is available.

**How:** TELEPHONE CONFERENCE CALL

Your hearing will be conducted by telephone. Before your hearing, you must check-in to provide a telephone number where you can be reached for the hearing. You may check-in online at our website ([www.oah.wa.gov](http://www.oah.wa.gov)) or by calling OAH at 1-800-583-8271. 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. If you would like to receive text or email reminders about your hearing, please contact the Call Center at 1-800-583-8271.

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](http://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.

**This is an example that provides general information to help you compare it with the documents you received.**

Before submitting any documents, please review and fill out the attached Confidential Information Declaration and submit it with your documents. You must remove or redact (black out) any information you do not want shared with the other parent, party to the case, and/or their representative. OAH WILL NOT REDACT ANY INFORMATION FOR YOU AND YOUR DOCUMENTS MAY BE REJECTED.

Unless ordered differently by an ALJ, you should submit all documents or exhibits that you want the Administrative Law Judge to see at least five business days before the hearing. OAH cannot accept documents that are 2.0 giga bites (GB) in size or greater. OAH will reject any documents that are 2.0 GB or greater. OAH can accept video exhibits in the following formats: .mp4, .avi, .mpg, .mpeg. OAH will reject video exhibits submitted in any other format. OAH can accept audio exhibits in the following format: .mp3. OAH will reject audio exhibits submitted in any other format.

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

DCS Representative

Name of Agency Representative

Address of Agency Representative

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## DECLARATION OF SERVICE

I declare under penalty of perjury under the laws of the State of Washington that today I served this document on each of the parties listed below. I sent a copy to the parties at their addresses of record using Consolidated Mail Services, U.S. Mail, or secure email.

List of everyone who was sent this Notice.

Dated The date when the Notice of Hearing was mailed at City, Washington.  
(DATE OF MAILING)

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Representative  
Office of Administrative Hearings

**This is an example that provides general information to help you compare it with the documents you received.**