OFFICE OF ADMINISTRATIVE HEARINGS
STATE OF CALIFORNIA
SPECIAL EDUCATION DIVISION

Electronic Filing (E-Filing) Guidelines

The Office of Administrative Hearings now permits and encourages parties to send initial Requests for Mediation and Due Process Hearing and all case related documents, by email. Documents should be sent to the following inbox: SEFilings@dgs.ca.gov. Please review the following guidelines below prior to participating in electronic filing. If you have any questions, please refer to the Frequently Asked Questions (FAQs) (http://www.dgs.ca.gov/oah/specialeducation/e-filing.aspx) or contact the Special Education Division at (916) 263-0880 and request to speak with a case manager. Parties are still permitted to send documents by fax, U.S. Mail, overnight delivery, or hand delivery.

Disclaimers:

1. If parties do not follow the specific guidelines identified below, the Office of Administrative Hearings reserves the right to reject an email. You will be notified if your email does not contain the correct information.

2. It is a criminal offense to threaten a public official which includes administrative law judges and the staff at the Office of Administrative Hearings (Pen Code, § 71). Violators will be prosecuted to the full extent of the law.

E-Filing Guidelines

A) Email Address: Submit all case related documents to SEFilings@dgs.ca.gov. As long as the subject line and attachment meet the following guidelines, the filing will be routed to the appropriate staff.

B) Subject Line:

1. The subject line of the email must contain the following: **1) OAH Case Number** (unless no case number assigned yet); **2) Name of Student**, **3) Filing Party** and **4) Name of Document(s)**.
   - **Example:** 2012345678 Smith, Joe: Student's Motion for Stay Put
2. Each email should pertain to **ONE** case only.
   - **Exceptions:** If cases are consolidated OR if parties are requesting to consolidate more than one case.
   - **Example:** 2012345679 & 2012345680 Smith, Joe: District's Motion to Consolidate

C) Body of Email

1. Parties may include the name of the document in the email in addition to the subject line. However, text included in the email will **NOT** be considered part of the filing. OAH will not respond to inquiries via email, any questions should be directed to a case manager by calling 916-263-0880.
2. **DO NOT include links in the body of the email**.

D) Attachment Guidelines

1. **Labeling Documents:** Documents should be labeled clearly to ensure that they're processed correctly.
   - **First Page of Document:** Include the following information on the first page of every document: 1) **OAH Case Number** (unless no case number assigned yet), **2) Student Name** and **3) Document Name.**
   - **Attachment Name:** Include the following information in the name of the document(s) attached in your email: 1) **OAH Case Number** (unless no case number assigned yet), 2) **Student Name**, 3) **Filing Party** (Student/District/County Office of Education, etc.) and 4) **Document Name.**
   - **Common Document Names**:
     - Request for Due Process Hearing and Mediation
     - Notice of Representation
     - Motion/Request for Continuance
     - Motion to Consolidate
     - Notice of Insufficiency
     - Motion to Add Party
     - Motion to Dismiss
     - Motion for Clarification
     - Motion for Reconsideration
     - Motion for Stay Put
2. **Format:** Document should be attached to the email in PDF format.[1]
3. **File Size**: The size limit for any message and attachments combined is 50MB.
4. **Page Numbers:** The document should have sequential page numbers.
5. **Separating Documents:** Documents must be separated by type. For example, if you're simultaneously submitting a Request for Due Process Hearing and Mediation and a motion, the documents must be **separate** attachments in the email.
   - **Exception:** If filing declarations and/or supporting documents pertaining to a motion they must be sent together as a single document. Please note that the different items must be identified on the first page of the attachment.

[1] Free online PDF converters can be found at the following sites: www.freepdfconvert.com or www.pdfonline.com/convert-pdf

6. **Proof of Service:** All documents must include a Proof of Service to show that the document(s) were served upon the OAH and all other parties involved in the matter.

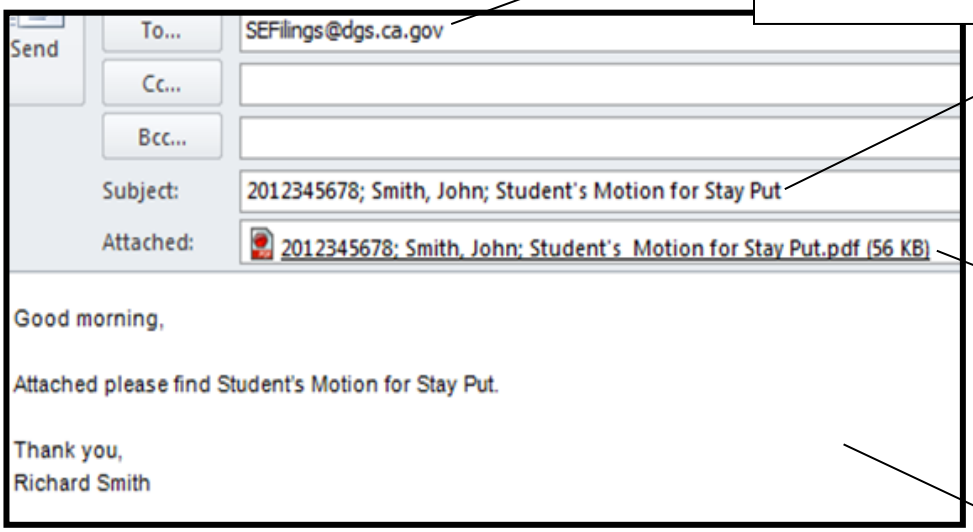
E) Date Received

1. OAH staff monitors the SE Filings inbox Monday through Friday during normal business hours (8:00am-5:00pm Pacific Standard Time).
2. If a document is received after business hours (5:00PM Pacific Standard Time), during a holiday or weekend, OAH will count the document as being received on the next business day.

REMINDERS: Text in the body of emails is not considered part of the filing and OAH staff will not respond to any text in emails. Parties must include an attachment and proof that all parties in the case were served.

F) Example of Complete Email

1. **Email**



To: Email Case Related Documents to SEFilings@dgs.ca.gov

Subject Line: Include the OAH Case Number (if one has been assigned), Student Name, Filing Party, and Document Name

Attachment: Include the OAH Case Number (if one has been assigned), Student's Name, Document Name, and filing party.

Body Text: Body text in the email as a courtesy is acceptable but will **NOT** be considered part of the filing.