REQUEST TO SET/ACKNOWLEDGEMENT/ORDER
OAH-22 (REV. 10/06)

OFFICE OF ADMINISTRATIVE HEARINGS
2349 GATEWAY OAKS DRIVE, SUITE 200
SACRAMENTO, CA 95833
(916) 263-0550 or (916) 263-0657
SACRAMENTO FAX: (916) 263-0554
OAKLAND FAX: (510) 622-2743
LOS ANGELES FAX: (213) 576-7244
SAN DIEGO FAX: (619) 525-4419

TO: OFFICE OF ADMINISTRATIVE HEARINGS DATE:

FROM:

TEACHER LAY-OFF REQUEST TO SET HEARING

DISTRICT BOARD NAME, ADDRESS, TELEPHONE AND FAX NUMBERS:	NO. OF RESPONDENTS NOTICED FOR LAYOFFS:
DISTRICT CONTACT NAME, ADDRESS, TELEPHONE AND FAX NUMBERS FOR BILLING:	PLACE FOR HEARING:
DESIRED DATES FOR HEARING:	**ESTIMATED PERIOD FOR HEARING** DAYS/HOURS: START TIME:
DATES UNACCEPTABLE:	STANDARDIZED TESTING DATES: SPRING BREAK:

INCLUSIVE DATES

HAS RESPONDENTS' REPRESENTATIVE RECEIVED A COPY OF THIS REQUEST TO SET? ☐ YES ☐ NO	HAS RESPONDENTS' REPRESENTATIVE AGREED TO DESIRED DATES? ☐ YES ☐ NO
IF NO, GIVE REASONS:	IF NO, GIVE REASONS:

☐ A PREHEARING CONFERENCE IS REQUESTED FOR THE FOLLOWING ISSUES:

NAMES, ADDRESS, TELEPHONE AND FAX NUMBERS OF ATTORNEYS FOR ALL PARTIES

DISTRICT:	RESPONDENT(S): OTHER ATTORNEY NAME(S) ATTACHED ☐

CLERK'S ACKNOWLEDGEMENT OF REQUEST TO SET (OAH CASE NO.)

DATES OF HEARING:	PLACE OF HEARING:
STARTING TIME:	

ORDER

PURSUANT TO GOV. CODE SECTION 11509, DISTRICT SHALL SERVE NOTICE OF TIME AND PLACE OF HEARING WITHIN FIVE DAYS TO ALL RESPONDENTS OR THEIR REPRESENTATIVES. FILE PROOF OF SERVICE AT THE OFFICE OF ADMINISTRATIVE HEARINGS USING THE OAH CASE NUMBER. THE DISTRICT IS TO PROVIDE COURT REPORTER SERVICES FOR EACH DAY OF HEARING.

ADDITIONAL NOTES AND/OR INSTRUCTIONS:

PRESIDING ADMINISTRATE LAW JUDGE	Date