



OFFICE OF ADMINISTRATIVE HEARINGS
STATE OF CALIFORNIA
SPECIAL EDUCATION DIVISION

Instructions:

To request security for an upcoming mediation or hearing, parties should: (1) Complete this form and submit the request by fax or U.S. Mail to the OAH location listed below and (2) Serve a copy of the request on all parties involved in the OAH case(s) listed below by email (if arranged in advance with opposing parties), fax, or U.S. mail. Any party or participant in a proceeding before OAH has authority to request security. To ensure appropriate safety measures are arranged, please include a brief explanation of the nature of the safety risk. OAH does not evaluate security needs and will attempt to arrange security based upon receipt of request.

Sacramento Office 2349 Gateway Oaks Drive, Suite 200, Sacramento, CA 95833, Attn: Div. Presiding ALJ
Telephone: (916) 263-0880, Fax (916) 376-6319
Email: SEFilings@dgs.ca.gov

Canceled Requests:

Canceled security requests must come from the party that initially requested the services. If you need to cancel a security request, please notify OAH as soon as possible by completing the bottom portion of this form.

IMPORTANT NOTE:

If alternative arrangements are made by a school district or other service agency for private security such as school police or security guards you must notify OAH prior to the scheduled event.



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Submit completed request:

Via email: SEFilings@dgs.ca.gov

Via fax: (916) 376-6319

Questions about OAH's Special Education Division?

Call: (916) 263-0880

Request for Security Services

Requestor's Contact Information

Name: Phone: Address: Fax: City: State: Zip: Email:

Security Information

Student's Name: OAH Case No.:

Brief explanation regarding the nature of the safety risk (If applicable):

I declare under penalty of perjury that a copy of this form has been given to all parties in this case.

Signature: Date:

NOTICE: Completion of this form does not guarantee that security will be available for the date(s) requested. Security depends on the availability of the California Highway Patrol (CHP) on the requested date(s). To better ensure that security is available, this form should be submitted to OAH no less than one (1) week in advance of the requested date(s).

If the request is filed with insufficient time for OAH to obtain security, it will be considered good cause for a continuance, at the discretion of the Presiding Administrative Law Judge. (Cal. Code Regs., tit. 1., § 1019 subd. (d); Cal. Code Regs., tit. 1., § 1020; 34 C.F.R. § 300.515(a) & (c) (2006); Ed. Code, §§ 56502, subd. (f), 56505, subd. (f)(3))

Security Services Cancellation Information

I hereby request to cancel the security request in the following matter: OAH Case No.: Student's Name:

Name (Print):

Signature: Date: