



OFFICE OF ADMINISTRATIVE HEARINGS

State of California

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Department of General Services

OFFICE OF ADMINISTRATIVE HEARINGS GENERAL JURISDICTION DIVISION **ELECTRONIC FILING AND NAMING GUIDELINES**

These are the guidelines to be used when electronically filing documents with the Office of Administrative Hearings General Jurisdiction Division.

Format of Email:

All emails submitted to OAH and attached filings should be in the following format:

- a. Email Subject Line: OAH Number, Case Name, Document Title (using the attached naming guidelines) and Hearing Date (if applicable).
 - i. Name the attached file as set forth in the naming guidelines.
- b. No other text in body of email will be reviewed or responded to.
 - i. Must send requests/responses and/or motion as an attachment (in PDF format).
- c. Attachments should be in PDF format. Make sure the PDF is in a non-protected format.
- d. Footer on each page of pleading with name of case and page number.
- e. All documents sequentially paginated.
- f. Separator page marked "Exhibit [No.]" before each exhibit.
- g. Each exhibit marked with the exhibit number on the bottom and sequential page numbers.
- h. All pages 8 ½ x 11 size.
- i. For Motions: All documents associated with the motion should be sent together as a single document. This includes:
 - i. Motion
 - ii. Points and Authorities
 - iii. Declarations
 - iv. Exhibits
 - v. Proposed Orders
 - vi. Proof of Service
- j. For all Documents/Requests: If you are submitting more than one motion, or your own motion and a response to another party's motion, motions or responses should be attached as a separate attachment.

For example: if you are filing a Motion to Change Venue and an opposition to another party's continuance motion, all documents (including your proof of service) relating to your Motion to Change Venue should be

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included in one attachment; and all documents relating to your opposition (including your proof of service) should be in a separate attachment. In addition if you are submitting a Request to Set and are including the Accusation, NOD and pleadings, this should be combined as one document and include the Proof of Service.

- k. For all Documents/Request: If you are submitting documents for multiple non-related cases, the documents for each case must be in a separate email.
- l. For scanned documents (such as exhibits) send in black and white only, with a DPI setting of 300.

Naming Guidelines for Documents Attached to Email:

Attachments to emails should be named as follows:

- 1. **Request to Set and Pleadings** (including Accusations, Statement of Issues, Citations, etc. and Notices of Defense): RTS and Pleadings.
- 2. **Notice of Hearing:** Notice of Hearing
Notice of Continued Hearing
- 3. **Motions and Responses:** All motions should be in the form of:
[Party Title] Motion [Nature of Motion]

Note: If the parties to a case are identified by different titles other than complainant or respondent, the name of the documents should reflect that (e.g., Petitioner/Applicant/Appellant etc.)

All responses to motions should be in the form of:
[Party's Title] Opposition/Non-opposition to Motion [Nature of Motion]

Examples: Complainant's Motion for Continuance
Respondent's Opposition to Motion for Continuance
Agency's Motion for Change of Venue
Appellant's Non-Opposition to Motion for Change of Venue
Petitioner's Motion for Consolidation
Respondent's Opposition to Motion for Consolidation

- 4. **Prehearing and Settlement Conference Statements:**
[Party's Title] PHC Statement
[Party's Title] SC Statement (Confidential)
- 5. **Exhibit and Witness Lists:** [Party's Title] Witness List
[Party's Title] Exhibit List
- 6. **Briefs:** [Party's Title] Closing Brief

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[Party's Title] Opening Brief

7. **Additional Evidence:** [Party's Title] Additional Evidence

8. **Withdrawals and Settlements:** [Party's Title] Withdrawal
[Party's Title] Settlement Agreement

9. **All Other Documents Filed with OAH:**
[Party's Title] Name of Document [As set forth in attached Abbreviation List And
Correct OAH Document Titles]

**PLEASE SEE ATTACHED ABBREVIATION LIST AND CORRECT OAH
DOCUMENT TITLES**