

Instructions for Application for Free or Reduced Cost Attorneys List and Free or Reduced Cost Advocates List

Purpose: As the designee of the Superintendent of Public Instruction, the Office of Administrative Hearings (OAH) considers that the primary purpose of these lists of attorneys and advocates is to help the parents of children with exceptional needs to locate free or reduced cost assistance or representation in the preparation for special education due process mediations.

Inclusion on Lists: OAH will include on the lists all persons and organizations that provide the basic information required in the application and that certify that they provide free or reduced cost services within the meaning of Education Code section 56502, subdivision (h).

Application Process:

Required Information: In completing the application, indicate the name of the attorney (for the Attorney List) or the advocate (for the Advocate List) to be listed. If the entity to be listed is an organization, include the name and title of the person who will be designated the contact person, as well as the name of the organization. Also include all pertinent contact information, including mailing and email addresses, website (if any), and the phone and fax numbers (if any).

Optional Information: “Geographical Area Served” and “Student Population Served” are optional fields. It is not necessary to complete each request for information on the application.

Updating Information Contained on the Lists: If there is a change in the name or status of an organization or person, such as a different address or new phone number, OAH requests that the party submit a new application providing the updated information by February 1. OAH will no longer accept updated information submitted by telephone call, email, or letter. Changes and additions to the list will be made by March 1 each year and a new list created in August of each year.

Annual Renewal Required For Continued Inclusion on Lists: Beginning September 1, 2018, an attorney, advocate, or organization will not automatically remain on the list from year to year. To remain on the list each attorney, advocate or organization will need to submit a new application on or before August 1 of each year, to be included on the lists which will be published on or before September 1 of each year. Anyone wishing to be added to the existing list or any change to someone already on the list after August 1 should submit a new application no later than February 1, for inclusion on the lists which will be published on or before March 1 each year.