**WASHINGTON STATE**

This section is the case heading. All parties include the heading on all documents filed.

**OFFICE OF ADMINISTRATIVE HEARINGS**

|  |  |
| --- | --- |
| In the matter of:  [Insert case name],  [Insert role][[1]](#footnote-1). | Docket No. [Insert docket number]  **NOTICE OF APPEARANCE**  Agency: [Insert referring agency] |

TO: Office of Administrative Hearings; and

[insert department representative and names of all other parties or parties’ representatives]

YOU AND EACH OF YOU WILL PLEASE TAKE NOTICE that [insert your name] hereby enters [his or her] appearance in the above-entitled case as representative [or attorney, LLLT] for [insert your client’s name[[2]](#footnote-2) and role like Appellant, Custodial Parent, Claimant], and requests that any and all further pleadings, except original process, in the above-entitled case be served upon the said representative for [client’s role] at the address below.

DATED this \_\_\_day of \_\_\_\_\_\_, 20\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your name [and WSBA or LLLT #, if any]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Your street address]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Your PO Box]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[City, State Zip] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Fax]

I certify that I mailed a copy of this document, postage prepaid, to all parties or their counsel of record. I certified under penalty of perjury, under the laws of the State of Washington, that the foregoing is true and correct.

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, WA.

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. In some child support cases the heading lists both the custodial and noncustodial parents. Due to DCS address confidentiality rules, you are not expected to send a copy of your Appearance to the other parent. There are two forms for use in child support cases. Use one form when the other parent has counsel of record. Use the other form when the other parent does not have an attorney, because in that event DCS is responsible to forward your Notice of Appearance to the other parent. [↑](#footnote-ref-1)
2. In special education cases, refer to your client only as Parent or Adult Student because their names are not stated in any pleadings to protect their privacy. [↑](#footnote-ref-2)