



OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS
Special Education Hearings Division

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NOTICE OF APPEARANCE

TO THE IMPARTIAL HEARING OFFICER AND ALL PARTIES OF RECORD:

Please note that I am entering a Notice of Appearance in the below-referenced case on behalf of the _____. I request that copies of all communications regarding this case be sent to me at the contact information below.

Case Number: _____

Student Name: _____

Name of Person Making Appearance: _____

Title (Attorney, Representative, etc.): _____

Organization, Firm, etc.: _____

Address Line 1: _____

Address Line 2: _____

Phone Number: _____

Email Address: _____

I am appearing as co-counsel: Yes No

Remove all prior representatives listed in this case: Yes No

Date: _____

INSTRUCTIONS

Use this form to let the IHO and all other parties know that you will be representing one side of the case as an attorney or representative. This is also called “entering your appearance.” By filling out this form, you will receive all emails and other communications from the IHO and attorneys on this case. You do not need to fill out this form if you are the parent who filed the case and are representing yourself.

“TO THE IMPARTIAL HEARING OFFICER” Section

In this section, explain who you are representing in the case. Click on the arrow next to “Choose an item” to select either “Parent” or “District.”

Fill in other case information

Fill in the information on the blank lines. For example, across from “Name of Person Making Appearance,” fill in your name. Click inside the check box to answer whether you are appearing as co-counsel and whether you want all other individuals who have appeared to be removed.

Submit this form

Email the completed form to your IHO. Be sure to copy the other party on your email.