

Office of the Chief Administrative Hearing Officer

**EMAIL FILING PROGRAM
Attorney/Participant Registration Form and Certification**

(Please type or print legibly)

This form shall be used to register for participation in the Office of the Chief Administrative Hearing Officer's (OCAHO) email filing pilot program. The following information is required for registration:

OCAHO Case Name and Case Number: _____

Party Name: _____

Representative's First Name/Middle Initial/Last Name: _____

Agency, Firm or Company Name (if applicable): _____

Street Address: _____

Telephone Number: _____

Email Address: _____

[Please indicate if this is a primary or secondary email address (see paragraph 1.1 of the attached Instructions for Filing by Email.)]

Signing this form certifies that the attorney/participant has read and understands the attached Instructions for Filing by Email, and agrees to abide by the requirements listed below. Participation in the email filing pilot program is voluntary. However, participation in the program requires the attorney/participant to certify that they will comply with the following requirements:

- (a) that the designated email address(es) listed above will be monitored regularly by the party or attorney in the case and submissions to OCAHO will be sent using only the designated email address(es); if changed, this (these) email address(es) will be updated promptly by filing a notice with OCAHO and simultaneously serving the opposing party;
- (b) that the designated email address(es) and all documents in the OCAHO case sent or received by the email address(es) will be accessible only to authorized individuals;
- (c) that all communications and submissions in the case from the designated email address(es) will be made by (or at the direction and with the approval of) the party or representative;
- (d) that the party or representative has access to the technology necessary to fully comply with the Instructions for Filing by Email;
- (e) that the party will register at the Department of Justice ProofPoint secure mail decryption site to retrieve encrypted messages;

- (f) that the party or representative agrees to accept electronic service of case-related documents from the opposing party and OCAHO in this case at the designated primary email address;
- (g) that the party or representative affirms that all signatures on filings are genuine and are made with the intent to ratify and authenticate the contents of those documents; and
- (h) that the party or representative consents to accept scanned signatures on case-related documents as the equivalent of physical signatures.

Attorney/Participant's Signature: _____

Date: _____