

**UNITED STATES DEPARTMENT OF LABOR  
OFFICE OF ADMINISTRATIVE LAW JUDGES**

OALJ Case No.: \_\_\_\_\_  
Agency Case No.: \_\_\_\_\_

In the Matter of:

\_\_\_\_\_  
*(Plaintiff/Complainant/Claimant/Prosecuting Party)*

v.

\_\_\_\_\_  
*(Defendant/Respondent/Employer/Carrier)*

**SELF-REPRESENTED PARTY  
NOTICE OF APPEARANCE**

Pursuant to 29 C.F.R. § 18.21(a) and § 18.22(a), I hereby file a notice of appearance as a self-represented (“pro se”) party. I acknowledge that I have reviewed my obligations as a representative as stated in 29 C.F.R. § 18.22(c) and (d). I acknowledge that the Office of Administrative Law Judges (“OALJ”) does not appoint representatives, refer parties to representatives, or provide legal assistance.

Signature:	
Your name and address:	
Email address: (Note if different from email used for EFS profile)	
Telephone number:	
FAX number:	

**Notice about use of EFS to file, serve and receive documents**

A self-represented party may file using the Department’s efile/eserve system (“EFS”) following the instructions on the system’s website. If you have opted to use EFS, please be aware that you are deemed to have consented to electronic service of documents issued by the judge and papers filed by other registered user of EFS. Do not opt for EFS if you do not agree to service via EFS. If your email address changes, you must promptly revise your user profile in EFS.

**Information and Instructions:**

*In General:* Pursuant to 29 C.F.R. § 18.21(a), a party may appear and participate in a proceeding in person or through a representative. While legal representation is not required to pursue your claim before OALJ, it is recommended that you obtain legal counsel because of the potential complexity of legal issues often present in cases adjudicated by OALJ. This form is for use by a party who is appearing before OALJ as a self-represented litigant (sometimes referred to as a pro se party). The regulation at 29 C.F.R. § 18.22(a) requires representatives to file a notice of appearance. In addition to making your appearance as a self-represented party, this form is used to gather information for the hearing record on how to contact and serve you with documents related to the case.

*OALJ Case Number:* This is the case number assigned to a matter by the Office of Administrative Law Judges (“OALJ”) once docketed. If the case does not yet have an OALJ case number assigned, use “TBD.”

*Agency Case Number:* This is the case number assigned to the matter from the agency below (e.g., OWCP No.; OSHA No., etc). If the agency below did not assign a case number, use “n/a.” If you do not know the agency number, use “unk.”

*Plaintiff/Complainant/Claimant:* The roles of the parties in a hearing differ depending on the case type and governing regulations. Fill in the name(s) of the first party or parties to appear in the caption.

*Defendant/Respondent/Employer/Carrier/Party-in-Interest:* The roles of the parties in a hearing differ depending on the case type and governing regulations. Fill in the name(s) of the second party or parties to appear in the caption.

*Signature:* If you are e-filing this document, it is sufficient to type your name in this field. If you are filing the notice of appearance by hard copy, you should hand-sign the signature line in addition to typing your name.

*Address:* Provide your typewritten name and street address for the record.

*Email address and telephone numbers:* Provide email address at which the judge may contact you. If this email address is different from the email address used for e-file/e-serve notices, please so indicate. Provide the telephone/FAX number at which the judge may contact you.

*Text of 29 C.F.R. § 18.22(a), (c) and (d):*

**§ 18.22 Representatives.**

(a) *Notice of appearance.* When first making an appearance, each representative must file a notice of appearance that indicates on whose behalf the appearance is made and the proceeding name and docket number. Any attorney representative must include in the notice of appearance the license registration number(s) assigned to the attorney.

\* \* \*

(c) *Duties.* A representative must be diligent, prompt, and forthright when dealing with parties, representatives and the judge, and act in a manner that furthers the efficient, fair and orderly conduct of the proceeding. An attorney representative must adhere to the applicable rules of conduct for the jurisdiction(s) in which the attorney is admitted to practice.

(d) *Prohibited actions.* A representative must not:

- (1) Threaten, coerce, intimidate, deceive or knowingly mislead a party, representative, witness, potential witness, judge, or anyone participating in the proceeding regarding any matter related to the proceeding;
- (2) Knowingly make or present false or misleading statements, assertions or representations about a material fact or law related to the proceeding;
- (3) Unreasonably delay, or cause to be delayed without good cause, any proceeding; or
- (4) Engage in any other action or behavior prejudicial to the fair and orderly conduct of the proceeding.