

**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)

**NON-ATTORNEY REPRESENTATIVE
NOTICE OF APPEARANCE**

Pursuant to 29 C.F.R. § 18.22(a), I hereby file a notice of appearance seeking approval from the presiding Administrative Law Judge to represent a person as a non-attorney representative (sometimes referred to as a “lay representative”). I attest that I am not, pursuant to any provision of law, prohibited from acting as a representative. I acknowledge that I have reviewed my obligations as a representative as stated in 29 C.F.R. § 18.22 and the Information and Instructions on page 2 of this form. Pursuant to 29 C.F.R. § 18.22(b), I certify that the person listed below desires the representation:

Name and address of client:

Role of client (e.g. Claimant, Respondent, Party-in-Interest, etc.)

Representative’s signature and contact information.

Representative’s signature	
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 non-attorney representative 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. § 18.22(a), representatives must file a notice of appearance when first making an appearance. This form is for use by non-attorney representatives (also known as "lay representatives"). Non-attorney representatives must be approved by the presiding administrative law judge ("ALJ"). The ALJ may require that the representative establish that he or she is subject to the laws of the United States and possesses communication skills, knowledge, character, thoroughness and preparation reasonably necessary to render appropriate assistance. The ALJ may, at any time, inquire as to the qualification or ability of a non-attorney representative to render assistance. The ALJ may deny the request to serve as non-attorney representative after providing the party or subpoenaed witness with notice and an opportunity to be heard. Similarly, a request to represent a non-party may be denied by the ALJ, or may be granted with appropriate limitations. Some regulations may require a non-attorney representative to file additional written documentation. *See, e.g.,* 20 C.F.R. § 725.362(a) (non-attorney representative in a black lung case must file a written notice of appointment signed by the party or the party's legal guardian, and stating that the person consents to the representation).

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: 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.

Identification of client: Indicate the full legal name of the person or entity for whom or which you are filing a notice of appearance. Also indicate that person's role in the proceeding (e.g., Claimant, Respondent, Party-in-Interest, Amicus Curiae, etc.).

Attestations: A non-attorney representative must acknowledge the obligation to 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. The non-attorney representative must acknowledge the obligation to file a motion with the presiding judge if seeking to withdraw from the representation.

Signature: If you are e-filing this document, it is sufficient to type the non-attorney representative's 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 the street address of the representative for the record.

Email address: Provide the email address at which the judge may contact the representative. If this email address is different from the email address used for e-file/e-serve notices, please so indicate.

Telephone/FAX number: Provide the telephone/FAX number at which the judge may contact the representative.