

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

OALJ Case No.: _____

In the Matter of:

(Plaintiff/Complainant/Claimant)

v.

(Defendant/Respondent/Employer/Carrier)

**NOTICE OF CHANGE OF REPRESENTATIVE’S BUSINESS OR
CONTACT INFORMATION**

This form constitutes Notice by an attorney, non-attorney representative, or self-represented litigant who has filed a Notice of Appearance in the above-captioned case of updated business or contact information.

		New (Y or N)
Your name		
If applicable, your prior name		
Your address		
E-mail address for e-service		
E-mail address for direct communication (if different from the above)		
Telephone number(s)	Land line: Mobile: FAX:	
Other		

Date: _____

Signature: _____

Information and Instructions:

In General: The Office of Administrative Law Judges (OALJ) requires the filing of a Notice of Appearance by representatives. 29 C.F.R. § 18.22. The information provided in the Notice of Appearance becomes part of the record for the case, and is the information OALJ uses when it serves documents issued by the presiding administrative law judge (ALJ), or needs to contact the representative. It is essential that you keep this information up to date. If you need to provide notice of a change in name, address, business association (e.g., a change in law firm association), e-mail, or phone number, you may use this form. In addition to filing this form with OALJ, you must serve all other parties in the case.

This form is not for a withdrawal of the representative. A motion to withdraw should be made using the form Motion to Withdraw from Representation. A new representative should file a Notice of Appearance, even if from the same firm or a agency. Forms are available at <https://www.dol.gov/agencies/oalj/topics/libraries/FORMS>.

Efile/Eserve System ("EFS") Users: If your new contact information does not include a change in the e-mail address used to set up your login.gov credentials, you only need to update your EFS profile with new contact information at efile.dol.gov. You will need to update the EFS profile yourself; merely filing this form will not cause the profile to update.

If the e-mail address used to set up your login.gov credentials has changed, you will need to (1) obtain new login.gov credentials; (2) set up a new EFS account and profile with the new login.gov credentials; and (3) send an EFS Helpdesk request asking for a transfer of the EFS dashboard information to the new EFS account.

Form fields: In order to assist OALJ and the other parties in seeing what has changed about your contact or business information, please insert Y or N in the column at the right, with Y meaning that this information has changed, and N meaning that the information has not changed.

Your name: Provide your name. If this is a change from the name on record with OALJ insert Y in the right column.

If applicable, your prior name: If your name has changed, provide the name you previously used.

Address: Provide your address for the record. If this is a new address in whole or in part insert Y in the right column.

E-mail address for e-service: Provide an e-mail address at which you will receive e-service of documents. If you are an EFS user and this is a new e-mail address, you will need to obtain new login.gov credentials. See the note for EFS Users in the instructions above.

Email address: Provide an email address at which the judge may contact you, if different from the e-mail address used for receiving e-service.

Telephone numbers: Provide the land-line, mobile, and FAX telephone numbers at which the judge may contact you. If you do not have a particular type of telephone service, insert "n/a."

Other: Use this field if you are reporting some other change in contact or business information.

Date and Signature: If you are e-filing this document, it is sufficient to type your name in this field. The signature in this field may be that of the representative, or a person to whom the representative has delegated filing responsibilities for the case.