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

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

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

In the Matter of:

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

v.

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*(Defendant/Respondent/Employer/Carrier)*

**ATTORNEY NOTICE OF APPEARANCE**

Pursuant to 29 C.F.R. § 18.22(a), I attest that I am a licensed attorney in good standing of the highest court of a State, Commonwealth, or Territory of the United States, or the District of Columbia and that no disciplinary proceeding is pending against me in any jurisdiction where I am licensed to practice law. I acknowledge that I have reviewed my obligations as attorney representative as stated in 29 C.F.R. § 18.22 and the Information and Instructions on page 2 of this form.

I hereby file a notice of appearance in this case as counsel for:

Name and address of client:

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

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*Attorney name, signature, contact information, and license information:*

Attorney name:	
Attorney signature:	
Address:	
Email address: (Note if different from email used for EFS profile)	
Telephone number:	
FAX number:	
Jurisdiction of licensure:	
License number:	

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

An 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 attorney representatives.

*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.

*Attestations:* The attorney making an appearance must affirm good standing in the bar of the highest court of a State, Commonwealth, or Territory of the United States, or the District of Columbia and that no disciplinary proceeding is pending against that attorney in any jurisdiction where that attorney is licensed to practice law. An attorney not in good standing should consult 29 C.F.R. § 18.22(b)(1)(ii). In addition, in filing the Notice of Appearance the attorney is acknowledging the ongoing obligation to promptly disclose to the presiding ALJ any action suspending, enjoining, restraining, disbaring, or otherwise restricting that attorney in the practice of law in any jurisdiction where the attorney is licensed to practice law. The attorney should also disclose any other prohibition from representation in a U.S. Department of Labor program. *See, e.g.,* 20 C.F.R. §§ 655.73, 655.182, 655.473, 655.1318, 656.31(f), 702.131, 702.432-434; 725.363(a). The attorney is also acknowledging 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 attorney is acknowledging that that the attorney must adhere to the applicable rules of conduct for the jurisdiction(s) in which the attorney is admitted to practice. The attorney is also acknowledging the obligation to file a motion with the presiding judge if the attorney seeks to withdraw from the representation.

*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 or entity's role in the proceeding (e.g., Claimant, Respondent, Party-in-Interest, Amicus Curiae, etc.).

*Name:* Provide the attorney's printed name.

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

*Address:* Provide the attorney's street address for the record.

*Email address:* Provide the email address at which the judge may contact the attorney. 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 attorney.

*Jurisdiction of licensure:* Provide the name of the jurisdiction of the licensing court under which the notice of appearance is being made (e.g., New York, California, etc.).

*License number:* Provide the attorney number issued by the licensing jurisdiction.