State Office of
Administrative Hearings

Email Service Request Form

This form is ONLY for use by unrepresented/pro se litigants

Consent to be Served by Email

I request that all orders, proposals for decision, other documents, and written communications related to any case at the State Office of Administrative Hearings (SOAH) in which I am a party be provided to me at the email address identified in this form.

By submission of this consent form, I acknowledge and agree that:

- I will no longer receive paper copies of any documents issued by SOAH.
- SOAH and other parties to my case are authorized to electronically transmit and serve documents to me at the email address provided below.
- Documents may be delivered to me through use of eFile Texas or another third-party electronic filing service provider certified by the Office of Court Administration.
- Depending on the subject matter of my case, documents transmitted to me by email may contain sensitive personal information or information that is confidential by law. Although SOAH will take reasonable precautions to guard against the unlawful disclosure of confidential information, I understand that SOAH cannot guarantee the security and confidentiality of all email communications.
- My email address as provided below may be subject to disclosure in accordance with Texas Government Code, Section 552.137(c)(5).
- It is my responsibility to promptly inform SOAH if the email address I have provided in this form changes, or if I no longer wish to receive documents and communications from SOAH in this manner.
- It is my responsibility to ensure that my email filters and settings allow for the delivery of emails from SOAH and eFile Texas.

SOAH Docket Number(s):

First Name:

Last Name:

Telephone Number:

Email Address:

Please click to submit or email this completed form to email.service@soah.texas.gov.