



# State Office of Administrative Hearings

## Email Service Request Form -IDEA

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

### **Consent to be Served by Email**

I request that all orders, notices, decisions, or other documents related to any special education due process case on issues arising under the Individuals with Disabilities Education Act (IDEA) 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 [eFileTexas](#) or another third-party electronic filing service.
- 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.
- To the extent that my email address and other service contact information may constitute an educational record under the Family Educational Rights and Privacy Act (FERPA), I expressly consent to its disclosure for the purpose of receiving electronic service of process in my IDEA case. My email address will be entered into the service contacts associated with my IDEA case in eFileTexas, and registered users of that system may be able to view my email address and other service contact information.
- It is my responsibility to ensure that SOAH and the parties to my case have my correct email address or other contact information. If the email address provided on this form changes, or if I no longer wish to receive documents and communications from SOAH electronically, I must notify SOAH and the parties by filing written notice of the change in my case. If using eFileTexas or another electronic filing service, I must update my service contact information online.
- It is my responsibility to ensure that my email filters and settings allow for the delivery of emails from SOAH and eFileTexas or other certified third-party electronic filing service.

**SOAH Docket Number(s):**

**First Name:**

**Last Name:**

**Telephone Number:**

**Email Address:**

**Please click to submit or email this completed form to [IDEAFax@soah.labusa.com](mailto:IDEAFax@soah.labusa.com).**