



# 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, notices, decisions, or other documents 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, including through use of [eFileTexas](#) or another electronic filing service.
- 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 will be entered into the service contacts associated with my case in eFileTexas, and registered users of that system will be able to view my email address and other contact information. My email address may also be subject to disclosure in accordance with Texas Government Code, [Section 552.137\(c\)\(5\)](#).
- 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 service 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 electronic filing service.
- I understand that the records of my case(s) at SOAH are available online through [re:SearchTX](#).<sup>\*</sup> In order to obtain online access to any confidential records in my case(s) using re:SearchTX, I understand that I must first file at least one document in my case(s) using eFileTexas. This consent form may be filed through eFileTexas for this purpose. *\*TEA special education due process cases are not available through re:SearchTX.*

**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](mailto:email.service@soah.texas.gov).