



State Office of Administrative Hearings

Email Service Request Form -IDEA

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

Request and Consent to be Served by Email

I am the Parent/Guardian/Surrogate Adult participant in a special education due process case arising under the Individuals with Disabilities Education Act (IDEA) at the State Office of Administrative Hearings (SOAH). I request that all orders, notices, decisions, or other documents related to the case be provided to me electronically at the email address provided on this form as allowed by 34 C.F.R. § 300.505.

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

- I will no longer receive paper/mailed copies of 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 the use of [eFile Texas](#) or another electronic filing service.
- I understand that [eFileTexas](#) is the official electronic court filing system for the State of Texas, and it is available for my use at no cost to enable me to electronically file, serve, and receive documents in my IDEA case at SOAH. I understand that a valid email address is required for use of [eFileTexas](#).
- 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.
- 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.
- 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.