



State Office of Administrative Hearings

E-Service Consent Form - IDEA

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

Request and Consent to be Served by E-Service

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 via eFileTexas at the email address provided on this form as allowed by 34 C.F.R. § 300.505.

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

- 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.
- By agreeing to service via eFileTexas, I will no longer receive service of documents by paper/mailed copies/direct emails from SOAH or the opposing party.
- SOAH and other parties to my case are authorized to electronically transmit and serve documents to me at the email address provided below, through the use of eFileTexas (or another approved electronic filing service).
- My email address will be entered into the service contacts associated with my IDEA case in eFileTexas, and registered users of eFileTexas may be able to view my email address and other service contact information.
- Documents served to me through eFileTexas 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 electronic communications.
- It is my responsibility to ensure that SOAH and the parties to my case have my correct email address or other service contact information. If the email address provided on this form changes, or if I no longer wish to receive documents and communications through eFileTexas, 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 services).

* indicates a required field

SOAH Docket Number(s)*:

First Name*:

Last Name*:

Telephone Number*:

Email Address*:

Please click to submit or email this completed form to GeneralDocketFax@soah.labusa.com.