

**OTHER CASE TRANSMITTAL SHEET – ADJUDICATION, ARBITRATION, or
MEDIATION pursuant to I.C. § 67-5280(2)(b)**

State of Idaho - Office of Administrative Hearings

TO: **OFFICE OF ADMINISTRATIVE HEARINGS** (email: Bryan.Nickels@oah.idaho.gov)

DATE: _____

FROM: _____ (Referring Agency/Board)

AGENCY CASE/PROCEEDING NO.: _____

***Please attach a copy of:**

- **Petition/order/notice giving rise to the proceeding**
- **Order assigning this matter to the OAH (if applicable)**

AGENCY REQUEST:

_____ Adjudication

If adjudication, order requested: _____ Preliminary _____ Recommended

_____ Arbitration

_____ Mediation

_____ Other (Please explain below)

PARTY/ATTORNEY:

Name: _____

Address: _____

Email: _____

Phone Number: _____

PARTY/ATTORNEY:

Name: _____

Firm: _____

Address: _____

Email: _____

Phone Number: _____

SHORT STATEMENT OF THE NATURE OF THIS CASE (e.g., “Suspension of license based on following grounds: ...”):

ARE THERE SPECIFIC STATUTORY/REGULATORY RULES ON THE TIME FOR HEARING OR DECISION?

YES: _____ NO: _____

[OAH typically sets hearings based on parties’ availability and agreement, with written decision no later than the end of the month following the month the hearing was held]

If yes:

Deadline for hearing: _____

Deadline for decision: _____

Statute(s)/Rule(s) citation: _____

DO ANY HEARING PROCEDURAL RULES, OTHER THAN THE IDAHO RULES OF ADMINISTRATIVE PROCEDURE OF THE ATTORNEY GENERAL, APPLY TO THIS PROCEEDING?

YES: _____ NO: _____

If yes, statute(s)/rule(s) citation: _____

- OAH will confirm that the agency has a current MOU in place for the requested service(s); if not, OAH will contact the agency to set up the needed MOU.
- Unlike contested case proceedings arising from the appeal of an agency order, OAH’s provision of mediation, arbitration, and adjudication services are subject to acceptance by OAH. If OAH is unable to accept a request for mediation, arbitration, or arbitration services in a matter, OAH will still endeavor to assist the agency in identifying an alternative service provider.