

# Office of Administrative Hearings – “Attorney” User Guide

## Overview

The Office of Administrative Hearings (OAH) employs administrative judges and other support personnel to conduct proceedings for many Kansas state agencies, including the State Civil Service Board hearing process for the Department of Administration/Office of Human Resources. These hearings are conducted pursuant to the Kansas Administrative Procedure Act (KAPA) and other state statutes. OAH is now proud to offer a new secure, single-sign-on system that will allow all parties to electronically upload evidence and documents, and manage their hearings. Please register and login on this system in order to be able to receive your access to the appropriate case.

OAH cases can only be docketed by OAH support staff. Appellants cannot start a new case with an electronic appeal submittal on this website, but all parties or their authorized representatives can electronically upload filings once the case has been created by OAH staff. Also, you cannot exercise this online access to your case until your client has provided you with its “Access Code” referenced in the directions below. For more information about the new OAH system, visit the website, [www.oah.ks.gov](http://www.oah.ks.gov).

The screenshot shows the homepage of the Office of Administrative Hearings. At the top left is the Kansas state logo. To the right are links for 'Register' and 'Log in'. Below these are navigation links for 'Home', 'About', and 'Contact'. The main content area features a large banner with a field of golden wheat under a blue sky, with the text 'WELCOME TO THE OFFICE OF ADMINISTRATIVE HEARINGS' and a 'START HERE' button. Below the banner are three news items: 'DECLARATION' dated November 10, 2016; 'POST #2' dated November 9, 2016; and 'POST #3' dated November 8, 2016. To the right of these items are four blue buttons: 'Frequently Asked Questions', 'Important Forms', 'OAH Guidelines', and 'Resources'. At the bottom of the page, a dark footer contains the address '1020 S. Kansas Ave., Topeka, KS 66612-1327, (785) 296-2433' and the copyright notice '© 2016 Kansas Office of Administrative Hearings – Powered by Abbott-Unlimited'.

For more information about the Office of Administrative Hearings or directions and contact information please visit the About or Contact page in the top heading.



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## ABOUT

The Office of Administrative Hearings (OAH) employs administrative judges and other support personnel to conduct proceedings for many Kansas state agencies, and coordinates the State Civil Service Board hearing process for the Department of Administration/Office of Human Resources. These hearings are conducted pursuant to the Kansas Administrative Procedure Act (KAPA) and other state statutes. OAH is now proud to offer a new secure, single-sign on system that will allow all parties to electronically upload evidence and documents, and manage their hearings. Please register and login to request access to the appropriate case.

## MEET THE STAFF

**Bob L. Corkins, Director and Public Information Officer**

### PROFESSIONAL STAFF

Edward J. Gaschler, Administrative Law Judge  
Sandra L. Sharon, Administrative Law Judge  
Michele L. Tunnell, Administrative Law Judge  
Chris Kellogg, Administrative Law Judge

### SUPPORT STAFF

Courtney Fulton  
Mitzi Dodds  
Sarah Shoemaker  
Marge Smith

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## CONTACT

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Call: (785) 296-2433  
Fax: (785) 296-4848



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## Accessing the System

As an “Attorney” user, you will need to create a new account by registering on the website. You will need to enter a unique user ID and strong password, and also enter in some personal identification information that will be stored securely within the system. Once you agree to the terms and agreement of service your account will be created.

## SIGN UP

Choose a unique username to use with the system.

Username

### PERSONAL DETAILS

Please tell us a bit about yourself. The email you enter will be used to verify your account, so please make sure it is valid.

First Name

Last Name

Middle Initial

Email

Confirm Email

Phone Number

Alternate Phone

### MAILING ADDRESS

Please provide your mailing contact details.

Address

Line 2 (Suite, Apt #)

City

State

ZIP Code

### PASSWORD

Choose a strong password at least 6 characters in size. It must contain at least one digit, lowercase, and uppercase letter.

Password

Confirm Password

### SECURITY QUESTIONS

Choose questions and answers you'll remember. Some sample questions have been provided as examples.

Security Question 1

Security Answer 1

Security Question 2

Security Answer 2

I agree to the terms of service.

#### TERMS AND AGREEMENT OF SERVICE

I, the undersigned, am party to legal proceedings before the Kansas Office of Administrative Hearings (OAH) and I intend to use the OAH electronic filing system ("e-filing system" or "System") to submit pleadings, motions, evidence and other information regarding my case. I will also use this System to receive notices and orders issued by OAH as well as all filings made by other parties to my case.

To enable these uses of the System, I hereby verify, express my understanding, and agree to the following:

1. The OAH System is the only means by which my case submissions shall be e-filed to this tribunal and this System shall only be accessed by its website portal located at <http://www.oah.ks.gov>.
2. I have an active email address (which I identify below) and sufficient internet access to enable me to: (a) register on this System to activate my use of it; (b) upload to this System my case documents or other permitted types of electronic files that I choose to submit; (c) view all filings for my case that have been uploaded to the System by other parties to my case or by the presiding officer; and (d) download and/or print from this System all filings submitted by me.

**Important:** Accounts must be verified before they can be used with this website.

From there you will need to verify your email address. Go to the inbox of the email address you entered, and confirm the email by clicking on the link provided. If you do not see an email in your inbox, check your SPAM folder.

Following your account creation, you will be able to login to the system by clicking the "Start Here" in the center image, or "Log In" in the top right corner. From there you will hit the log in screen, and have to provide your username and password.

## LOG IN

Username:

Password:

Remember Me?

[Register as a new user](#)  
[Forgot your password?](#)

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I, the undersigned, am party to legal proceedings before the Kansas Office of Administrative Hearings (OAH) and I intend to use the OAH electronic filing system ("e-filing system" or "System") to submit pleadings, motions, evidence and other information regarding my case. I will also use this System to receive notices and orders issued by OAH as well as all filings made by other parties to my case.

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Once you have successfully logged into the system, you will not be able to access anything further until you enter in an "Access Code". If your client has already completed their own registration and has received the Access Code from the Office of Administrative Hearings (OAH), then your client must forward that Access Code to you. If your client directs you to fulfill e-filing registration on their behalf, then you must submit two things to OAH via traditional legal means (mail, telephone fax, hand delivery) before OAH will deliver to you the online Access Code: (1) Your entry of appearance or other documentation of your legal designation as representative; and, (2) Your client's signed consent to the OAH terms of use for this system. Just as your client would need to do if performing registration itself, you will have five days from receiving the Access Code to use it in finalizing registration for this particular case. The code will only need to be entered once, and will grant you complete access to the case information and uploads. Make sure you click which side in the case it that of your client, either as the party who is filing for a fair hearing (appellant/claimant/petitioner), or as the party defending against the case (defendant/respondent).

## REQUEST CASE ACCESS

To access your case, you will need to provide the code you were emailed.

Access Code

**Please select the one that best describes your status:**

- I'm registering as a person, or on behalf of a person or entity, who is exercising a right to bring fair hearing at OAH as appellant/claimant/petitioner.
- I'm registering as a person, or on behalf of a person or entity, who is defending against a fair hearing brought by another party.

[Continue](#)

After you have successfully logged into the system, and verified access to a specific case you will be taken to the file upload page. This page provides you access to upload any case related documents, and allows you to follow along with all parties involved. This page will allow you access to view documents that have been submitted by all parties involved in the case. Additionally, you will receive a notification via email when any party files. Specific case information and the presiding law judge is noted at the top of the page. For more information about what type of files you can upload, there is a link provided in the page to provide detail. If you have multiple cases pending for which you are the representative, clicking "Switch Case" will take you back to the Access Code page, and you will be able to enter in a code and access a different case.

## APPEAL #17P0150

Not the right case? [Switch case.](#)

App. Date: August 15, 2016  
Administrative Law Judge: Chris J. Kellogg  
Docket Type: Provider

### — CASE FILES

File	Uploaded By	Uploaded At	Size	Sealed
No files have been uploaded for the case yet.				

### — SUBMIT FILES

**Supported Formats:** Only MP3, MP4, PDF, DOC, DOCX, TIFF, JPEG, GIF, or PNG files may be uploaded. Other document or image formats should be converted to PDF before they are uploaded. Learn how to create PDFs. Audio and video files can be converted to MP3 and MP4 using Handbrake.

[Upload File](#)

Drop case files here

File	Uploaded By	Uploaded At	Size
No files added yet.			

**Certify Uploads** I hereby certify that I am authorized to submit these files electronically for this case and that the information in the files being uploaded is accurate and truthful.

[Submit](#)

**Important:** Files will not be attached until the Submit button is pressed.

If you have multiple cases, or need to add a case, you will be taken to the “Choose” screen where you will see multiple cases, or can enter an additional code to access a new case. You will only be able to access cases for which you’ve received the Access Code (received from either your client or from OAH directly). The columns are all sortable if you have a longer list and need to search for a specific case.

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### CHOOSE CASE

You have multiple active cases. Please choose the one you wish to view or submit documents for. [Add another case.](#)

Code	Appeal #	Name	App Date
<a href="#">Choose</a>	17P0150	VIA CHRISTI HEALTH, Hanes Richard	8/15/2016
<a href="#">Choose</a>	17AT0004	MONTGOMERY, William	8/10/2016

Showing 2

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From this screen you can upload documents pertaining to the case by clicking “Upload File”, or by simply dragging and dropping the file(s) over.

### Account Maintenance

Once you have logged into the system your selected username will remain in the top right corner of each page. By selecting the username, you will be taken the maintenance page where you will have multiple options for handling your account.

### MY ACCOUNT

- [Update Password](#) Change your password.

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- [Update Security Questions](#) Change your security questions and answers.

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- [Update Email](#) Change your email address.

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- [Update Contact Preferences](#) Update your contact information and preferences.

## Update Password

This function page simply allows you to enter your old password and your new password (twice), which will reset your password within the system. For security reasons, it's a good practice to change your password every 60 days at least.

### UPDATE PASSWORD

Update your password.

Old Password

New Password

Confirm Password

[Change](#) [Cancel](#)

## Update Security Questions

Security questions can be hard to remember, but are crucial if you forget your password. If you go to the Update Security Questions page you can change the questions or answers you originally entered during the registration process.

### UPDATE SECURITY QUESTIONS

Choose questions and answers you'll remember. Some sample questions have been provided as examples.

Security Question 1	<input type="text" value="Who was your childhood hero?"/>
Security Answer 1	<input type="text"/>
Security Question 2	<input type="text" value="What is your favorite movie?"/>
Security Answer 2	<input type="text"/>
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

## Update Email

If your email address changes, or if there becomes a different email address you would prefer to use, you can come to this page and update your new email address.

### UPDATE EMAIL ADDRESS

Enter a new email address to use for your account. You will be required to verify the address you enter, so the email address must be able to receive emails.

Email	<input type="text"/>
Confirm Email	<input type="text"/>
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

## Update Contact Preferences

Every time a document is uploaded to your case you will receive an email notification. Some individuals do not want to receive so many emails. If desired, you can uncheck the box for receiving those notifications. You can also update your mailing address.





## UPDATE CONTACT DETAILS

### CONTACT PREFERENCES

Control how and when you are contacted.

I want to be notified when documents are uploaded to my case(s).

### MAILING ADDRESS

Please confirm this information is accurate, and make any necessary updates if it has changed.

Address	<input type="text" value="5525 NW Humphrey Rd."/>
Line 2 (Suite, Apt #)	<input type="text"/>
City	<input type="text" value="Topeka"/>
State	<input type="text" value="Kansas"/>
ZIP Code	<input type="text" value="66618"/>
	<input type="button" value="Update"/> <input type="button" value="Cancel"/>