

# Office of Administrative Hearings – “Appellant” 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. You cannot start a new case with an electronic appeal submittal on this website, but only electronically upload and view filings here once the case has been created by OAH staff. Also, you cannot be approved for this online access to your case until OAH has received your signed agreement to its terms of use for this system. For more information about the new OAH system, visit the website, [www.oah.ks.gov](http://www.oah.ks.gov).



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.

## 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 in 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

## CONTACT

1020 S. Kansas Ave  
Topeka, KS 66612-1327  
Call: (785) 296-2433  
Fax: (785) 296-4840



## Accessing the System

As an “Appellant” 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.

[Register](#) [Log In](#)[Home](#) [About](#) [Contact](#)

## 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.

[Sign Up](#)


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

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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 need to provide your username and password.



[Register](#)[Log in](#)

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LOG IN

Username

Password

☐ Remember Me?

[Register as a new user](#)

[Forgot your password?](#)

TERMS AND AGREEMENT OF SERVICE


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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 or by the presiding officer; and, (d) download and/or print from this System all filings regarding my case. I know it is my responsibility to maintain my email address - or an email address that I may later substitute after initial registration is complete - and adequate internet access to this System throughout my case proceedings. I know I am also responsible for my own printing functionality, uploading functionality to the System, and the

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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”. You should receive the code via email from the Office of Administrative Hearings. If you have not received a code, but expected to, please contact them immediately. The code will only need to be entered once, and will grant you complete access to the case information and uploads. You have five days to create an account and use the Access Code to complete this process – the Access Code will be deactivated if you don’t do so within the five days. Make sure you click “Yes” you are the appellant.



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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.

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After you have successfully logged into the system, and verified your 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 anything. For more information about what type of files you can upload, there is a link provided in the page to provide detail.



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APPEAL #17P0150

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

App. Date:  
Administrative Law Judge:  
Docket Type:

August 15, 2016  
Chris J. Kellogg  
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.

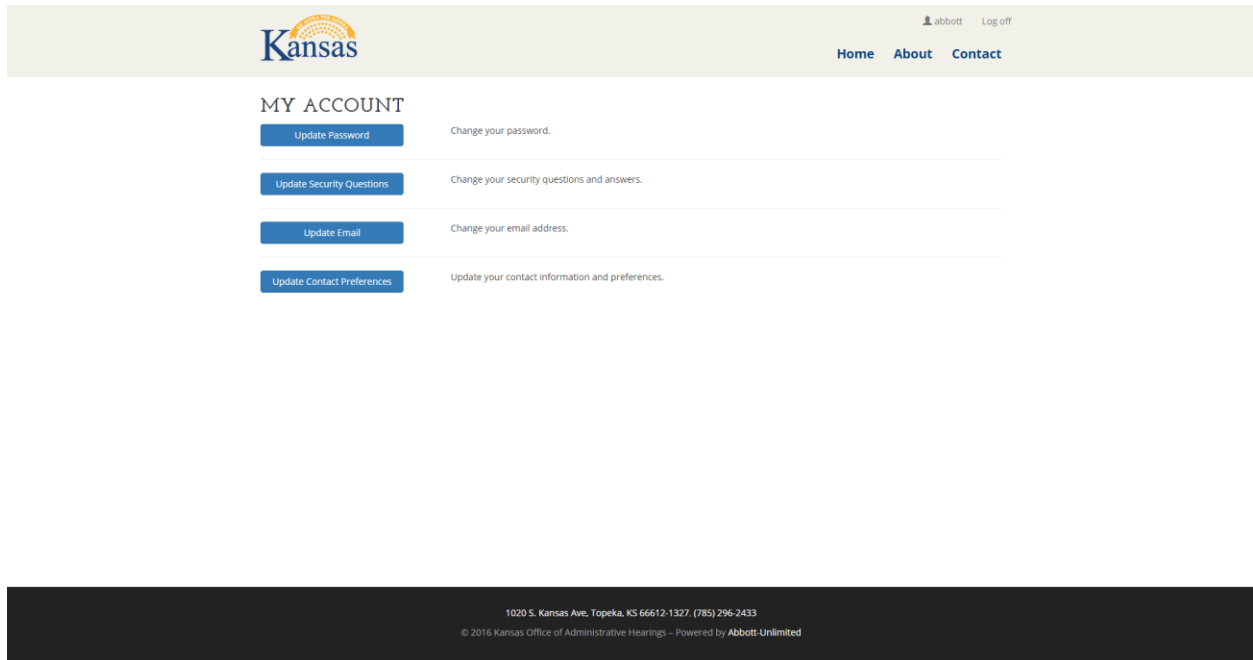
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From this screen you can upload documents pertaining to the case by clicking “Upload File”, or by simply dragging and dropping the file(s) over.

## 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.



## Update Password

Update password 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.

This screenshot shows the 'UPDATE PASSWORD' form on the Kansas Office of Administrative Hearings website. The header is identical to the previous screenshot. The form title is 'UPDATE PASSWORD'. Below the title is the instruction 'Update your password.' followed by three input fields: 'Old Password', 'New Password', and 'Confirm Password'. At the bottom of the form are two buttons: 'Change' (in blue) and 'Cancel' (in white). The footer is identical to the previous screenshot.

## 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 data-bbox="631 327 1188 352" type="text" value="Who was your childhood hero?"/>
Security Answer 1	<input data-bbox="631 359 1188 384" type="text"/>
Security Question 2	<input data-bbox="631 390 1188 415" type="text" value="What is your favorite movie?"/>
Security Answer 2	<input data-bbox="631 422 1188 447" type="text"/>
<div><input data-bbox="631 453 678 478" type="button" value="Update"/> <input data-bbox="683 453 727 478" type="button" value="Cancel"/></div>	

## 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 data-bbox="631 1134 1188 1159" type="text"/>
Confirm Email	<input data-bbox="631 1165 1188 1190" type="text"/>
<div><input data-bbox="631 1197 678 1222" type="button" value="Update"/> <input data-bbox="683 1197 727 1222" type="button" value="Cancel"/></div>	

## 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.



abbott Log off

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## 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"/>	

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