
Appellant Opt Out of Email Communications

An Appellant who is requesting an appeal hearing will receive all notices, exhibits, and orders via email unless Appellant affirmatively requests first-class mail. All Appellants that do not wish to receive their communications via email must sign and complete this form.

I agree to be a “Manual Filer” and acknowledge the following:

- I have provided the Hearings Office the mailing address where I regularly receive my mail.
- I understand that the Hearings Office has several procedures that are time sensitive and it is my responsibility to be aware of and meet all deadlines.
- I will not communicate solely with the Hearings Office. Any written communications or documents I send to the Hearings Office will be mailed or delivered to all other parties on the same date.
- I acknowledge that other parties, including City bureaus, may send communications and requests to the Hearings Office via the e-File system.
- I acknowledge that the Hearings Office will send its communication to the other parties (if any) via the e-File system but will send my copies by first-class mail. As a result, I will receive such information later than those receiving information via the e-File system.

Reason for Opt Out:

- Lack of computer access
- Lack of email access
- Language issue
- Other _____

By signing my name below, I acknowledge my understanding of the above-referenced terms.

Case Number

Appellant’s Printed Name

Appellant’s Signature

Date