



State of New Jersey

DEPARTMENT OF EDUCATION

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TRENTON, NJ 08625-0500

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

KEVIN DEHMER
Acting Commissioner

September 3, 2024

To:

From:

Subject: **Notice of Due Process Hearing Transmittal
To the Office of Administrative Law**

Agency Reference:

Case Name:

PLEASE BE ADVISED that this case has been transmitted to the Office of Administrative Law for a due process hearing (Hearing). The date and time of the Hearing will be provided to the parties by the Office of Administrative Law.

Date:

Time:

Location:

Judge:

PLEASE TAKE NOTE OF THE FOLLOWING INFORMATION:

CLASS ACTION NOTICE

Due to the entry of a Consent Order resolving a Class Action, a Compliance Monitor has been appointed to oversee the timely resolution of special education due process hearings. You can contact the Compliance Monitor at 45days@doe.nj.gov or Class Counsel at info@nj45dayclassaction.com with questions or concerns regarding the Consent Order [available at [Consent Order](#)], which is explained at [45 Day Notice](#).

1. You have the right to be represented by an attorney or by an individual with special knowledge and training to advocate for students with special needs. The appropriate Non-Lawyer Representation of Appearance Form may be required to be submitted to the Office of Administrative Law. Parents and guardians should have received information concerning legal assistance and advocacy services. If you still need this information, call the Office of Special Education at (609) 376-9061.

2. Parents and guardians have a right to examine the relevant school records pertaining to their children. If you have not seen those records, contact your Board of Education immediately.

3. All evidence, including documents and summaries of expected testimony that either party intends to use at the Hearing, must be disclosed to the other party at least five days before the start of the Hearing. If you do not comply with this requirement, you may be prevented from presenting the evidence at the Hearing.

4. The judge who will preside at the Hearing will decide the case based solely on what the parties present at the Hearing. If you want witnesses to testify at the Hearing, you must arrange for their attendance. If you are not sure that they will attend the Hearing, you should serve them with a subpoena and the appropriate fee at least three days in advance of the Hearing.

5. If you do not attend the Hearing, the judge may dismiss your case and order an action that the other side requested.

6. The procedure for this Hearing is set out fully in the Uniform Administrative Procedure Rules, N.J.A.C. 1:1-1.1 to -21.6, and the Special Education Program, N.J.A.C. 1:6A-1.1 to -18.5.

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