BEFORE THE OFFICE OF ADMINISTRATIVE HEARINGS
STATE OF OREGON
for the
DEPARTMENT OF REVENUE

IN THE MATTER OF:	)	**NOTICE OF IN-PERSON HEARING**
	)	
ESA NW INC	)	OAH Case No.: 700156/135694
	)	Agency Case No.: 1101041-6

PLEASE TAKE NOTICE that a contested case hearing has been scheduled in the above matter before the Office of Administrative Hearings.

Hearing Date: **November 9, 2007** **Hearing Time:** **9:00 am**

Location: **Oregon Department of Revenue**
955 Center St NE
Salem OR 97301

Your case has been assigned to **Administrative Law Judge Samantha Fair** an employee of the Office of Administrative Hearings. The Office of Administrative Hearings is an impartial tribunal, and is independent of the agency proposing the action.

Unless otherwise notified, all correspondence, inquiries, exhibits and filings should be sent to:

Samantha Fair
Office of Administrative Hearings
12901 SW Jenkins, Ste C
Beaverton, OR 97005
Fax: (503) 644-4285

OAR 137-003-0520 requires a copy of any correspondence, exhibits or other filings to be provided to all parties and the agency at the same time they are provided to the ALJ. **Please use the OAH case number above on all correspondence and filings.**

A request for reset of the hearing must be submitted in writing prior to the hearing. A postponement request will only be granted on a showing of good cause and with the approval of the administrative law judge.

If you are hearing impaired, need a language interpreter or require another type of accommodation to participate in or attend the hearing, immediately notify the Office of Administrative Hearings at (503) 945-5547 or TDD at 1-800-735-1232 to make the appropriate arrangements. The Office of Administrative Hearings can arrange for an interpreter at the hearing. Interpreters must be certified or qualified in order to participate in a contested case hearing and may not have a conflict of interest with the hearing participants.

You are required to notify the Office of Administrative Hearings at (503) 945-5547 immediately if you change your address or telephone number prior to a decision in this matter.