

ENTERING AN APPEARANCE FOR A DUE PROCESS REQUEST (WITH ICHAMP ACCESS)

1. Include your appearance when submitting a *new* Request for Hearing either through ICHAMP, fax, or US Postal Mail.
2. If filing an appearance to an *existing* Hearing include the HR-XXX-2018.
3. Note **all** the attorneys and paralegals who want access to the Hearing in the ICHAMP Portal by name and role (attorney/legal staff).
4. Ensure all users have already registered in the ICHAMP portal. If the user is a first time user, after registering in the portal be sure to send an email to the helpdesk so that the user's profile is assigned as attorney/legal staff. Failure to notify us that this is a first time user will result in that user not being able to access the record through the portal.
5. Indicate in the appearance that you will accept service through the ICHAMP Portal.
6. Indicate if a user **does not** want to receive email alerts. Note: turning off the user's email alerts turns *all* alerts off for *all* records that the user has access to.
7. Fax to Due Process (317-232-0589) or email to: ichampHelpDesk@doe.in.gov. Include the HR-XXX-2018.
8. Within 1 business day, the appearance will be processed, ICHAMP access will be granted, and the IHO will be notified. You should receive an email alert once the appearance has been uploaded to the record.
9. You may, but you do not have to, carbon copy the IHO if one has already been assigned.

