



## Office of Congressional Workplace Rights Notice of Designation of Representative Form

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Instructions on how to complete this form and how to obtain help are provided at the end of this form.

### Information about you

Your name: \_\_\_\_\_

Have you filed a claim with OCWR in this matter?  Yes  No

If yes, include the case number (if any) and date filed: \_\_\_\_\_

Legislative branch employing office that this claim was filed against:

\_\_\_\_\_

### Information about your designated representative

I designate the individual specified below as my representative in connection with the above-referenced matter:

Name of your representative: \_\_\_\_\_

If your representative is a law firm or legal office, please list the name of the attorney(s) at the firm or office who is representing you:

\_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Your name and signature\***

\_\_\_\_\_  
**Date**

*\*If your representative is an attorney, they may sign this form on your behalf.*

## **Instructions**

If you wish to be represented in the Office of Congressional Workplace Rights (OCWR) [administrative dispute resolution](#) process, you must file this notice of designation of representative form. Your representative may be, but is not required to be, an attorney. If your representative is an attorney, they may sign this form on your behalf. No more than one representative, firm, or other entity may be designated as representative for the purpose of receiving service, unless approved in writing by OCWR.

All documents will be serviced to your designated representative unless and until such time as you or your representative (with notice to you) notifies the OCWR Executive Director in writing that the designation of representative has been modified or revoked.

This form may be completed and emailed to [OCWRfile@ocwr.gov](mailto:OCWRfile@ocwr.gov), or hand-delivered or mailed to: Office of the Clerk, Office of Congressional Workplace Rights, John Adams Building, 110 Second Street SE, Room LA-200, Washington, DC 20540-1999.

Please see the [OCWR Procedural Rules](#) for more information on designating a representative.