

**DISTRICT OF COLUMBIA
OFFICE OF ADMINISTRATIVE HEARINGS**

Petitioner: _____

v.

Respondent: _____

For DCPS Cases:

Student Name: _____

School Attending: _____

Case No(s): _____

For DCPS Cases:

Student ID No.: _____

Request for Audio Recording of Hearing¹

I request a copy of the audio recording of the hearing held by the Office of Administrative Hearings (OAH) for the above referenced matter.

Hearing Date: _____

Hearing Room # (if known): _____

The presiding Administrative Law Judge: _____

**For all cases other than DCPS cases, you must enclose a processing fee of \$10 per request.
Your check or money order must be made payable to: "DC Treasurer."**

Please provide your information below so you can be contacted when the CD is ready for pick-up.

Name of Person Submitting Request

Firm/Office/Business (if applicable)

Address

Telephone Number

City State Zip Code

Email Address

**Audio Recordings of DCPS hearings will be provided at no cost to the parent. Positive identification is required.
Only the parent, eligible student (or legal representative), and DCPS officials may request a recording.**

Signature of OAH Staff Member Confirming that Identification was checked

¹ The Office of Administrative Hearings ("OAH") uses a digital recording application/program FTR to record all hearings. In order to playback your hearing(s), you must have a PC or laptop with Internet access. For recommended system requirements, please refer to www.ftrgold.com. FTR Player Plus™ is an audio playback program that's available as a **FREE DOWNLOAD** from the FTR web site (www.ftrgold.com) for those who need to playback an audio recorded hearing by OAH.