



**DISTRICT OF COLUMBIA**  
**OFFICE OF ADMINISTRATIVE HEARINGS**  
 441 4TH STREET, NW, SUITE 450 NORTH  
 WASHINGTON, DC 20001-2714



Tel: (202) 442-9094 • Fax: (202) 442-4789 • Email: oah.filing@dc.gov

_____ Petitioner(s),  v.  _____ Respondent(s)	Case No(s): _____  _____  _____
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### Request for an Audio Recording of a Hearing

*You may use this form to request a copy of an audio recording of a hearing held by the Office of Administrative Hearings (OAH) for the above referenced case. OAH uses digital recording programs to record all hearings. Recordings can be delivered by mail, picked up at OAH, or accessed electronically. If you request electronic access, you must have a PC or laptop with internet access to access and play the hearing. If you request mail delivery or pick up, OAH will provide the recording on a CD or DVD, so you must have a device capable of playing the CD or DVD to hear the recording. **Please allow five business days for OAH to process your request.***

**NOTE:** OAH **does not** provide **written transcripts** for parties or members of the public. OAH only provides written transcripts to an appellate tribunal when an OAH case is appealed. If you want a **written transcript** of a hearing, you must obtain one at your own expense from a qualified reporter or transcriber, as required by OAH Rule 2827.3.

**You must enclose a processing fee of \$10 per request. Your check or money order must be made payable to: "D.C. Treasurer"**

<b>Hearing Date:</b>	
<b>Hearing Room Number (if known):</b>	
<b>The presiding Administrative Law Judge:</b>	

**Please provide your contact information and select a delivery method:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Telephone: \_\_\_\_\_

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

**I request a copy of the audio recording by (choose one):**

- Pick up (When the CD/DVD is ready for pick up, you will receive notification.)
- Mail
- Electronic Access (You must create a free Box account to access the recording. OAH will email you instructions on how to create an account and access the recording.)