

HEARING RECORDING REQUEST FORM

TO: Calendaring Clerk
Office of Administrative Hearings
1711 New Hope Church Road
Raleigh NC 27609
Phone: (984) 236-1850
Fax: (984) 236-1871

Case Caption: _____

Case Number: _____

Hearing Date/Location: _____

Presiding Judge: _____

The undersigned requests a copy of the Office of Administrative Hearings (OAH) Hearing Recording of the above-captioned contested case hearing as indicated below:

_____ CD ROM _____ DVD ROM _____ USB Memory Drive _____ Sharepoint
(Check preferred recording)

This the _____ day of _____, 20__.

Signature

Please print or type Name

Please print or type Address

(_____) _____
Telephone Number

Recordings will be provided on CD ROM, DVD ROM or USB Memory Drive, depending on the file size. Recordings may also be sent by e-mail using Sharepoint.

Copies of contested case hearing recordings are available from OAH at a cost of \$0.12 per CD/DVD ROM and \$6.71 per USB Memory Drive. There is no charge for recordings sent by e-mail using Sharepoint. All charges are payable by money order, certified bank check or check drawn on attorney trust account. There is no charge unless the total cost is equal to or exceeds ten dollars (\$10.00).

NOTE: Copies of OAH Hearing Recordings or non-OAH certified transcripts prepared therefrom ARE NOT PART OF THE OFFICIAL RECORD.