



STATEMENT OF AGENCY'S REASONABLE EFFORTS TO CONFER RE: HEARING DATES

Cal. Code Regs., tit. 1, § 1018

Instructions: This form is to be filed with every Request to Set form where the agency or counsel has been unable to meet and confer with all parties regarding available and unavailable dates for hearing. Detail efforts to meet and confer with each party. Attach additional sheets if necessary.

| | | |
|---|------------------------------|--|
| CASE INFORMATION | | |
| CASE NAME | | OAH NO. (If known) |
| AGENCY | Agency Case No. | (To be completed by OAH) Date RTS Received by OAH |
| STATEMENT OF EFFORTS TO CONFER | | |
| I have made the efforts detailed below to meet and confer with the following parties or their representatives before submitting a Request to Set form to OAH: | | |
| PARTY NAME: | PARTY REPRESENTATIVE: | |
| EFFORTS TO MEET AND CONFER: | | |
| | | |
| | | |
| PARTY NAME: | PARTY REPRESENTATIVE: | |
| EFFORTS TO MEET AND CONFER: | | |
| | | |
| | | |

Dated: _____

Signature: _____

Printed Name: _____