OFFICE OF ADMINISTRATIVE HEARINGS

State of California

http://www.dgs.ca.gov/oah/home.aspx

Department of General Services

# Special Education Transcript or Administrative Record Request

The Office of Administrative Hearings makes a written (transcript) or electronic (e.g. copies of digital audio recording) version of the verbatim record of the due process hearing available to the parties. Parents are entitled to **either** the transcript **or** the electronic version of the verbatim record at no cost. Parents are also entitled to the remainder of the administrative record including copies of exhibits at no cost for an appeal. School districts and other parties must pay in advance for requested transcripts, the electronic record and other designated portions of the administrative record. Parents must pay in advance for a version of the verbatim record beyond that provided at no cost. All parties must pay in advance for extra costs associated with a requested expedited verbatim record.

**Please note: If the purpose of the request is for an appeal, the reviewing court will require a written transcript**.

**INSTRUCTIONS:** To request transcripts of electronically recorded hearings, copies of documents, and/or other related materials, please complete and sign this form and return it to the OAH Transcript Coordinator. A copy of the signed form must also be provided to the opposing party. When payment is required, OAH will prepare a cost estimate (OAH form 33) and send it to you.

1. Requestor's Name

Relationship to Case: ☐ Parent ☐ District ☐ Other

Street Address

City State Zip Code

Phone No. Fax No.

Preferred Method to be Contacted ☐ By Phone ☐ By E-mail E-mail

2. Case Name OAH No.

Hearing Dates Proceeding

3. The "Administrative Record" maintained by the Office of Administrative Hearings includes all pleadings, notices and orders issued by the agency, final decision by an administrative law judge, exhibits, and other documents from the case, **EXCEPT TRANSCRIPTS**. Transcripts are not considered part of the administrative record, but can be ordered separately.

To order any item(s) listed below, please check the appropriate box(es).

☐ Administrative Record -- Hard Copy (e.g. exhibits, pleadings, notices, proposed decision)

☐ Transcript of the proceeding

☐ Electronic copy of Administrative Record

☐ Audio of hearing on CD(s)

4. When would you like your order? OAH will send you a cost estimate within 3 business days. Please refer to www.dgs.ca.gov/oah/home.aspx for current reproduction and transcription rates, which are subject to change. Expedited processing costs more.

☐ Regular Processing: 30-45 days EXPEDITED PROCESSING: ☐ 15-30 days or ☐ 8-14 days

5. To submit your completed form, please fax to (916)376-6319. You may also mail your form to: Office of Administrative Hearings | Attn: Transcript Coordinator| 2349 Gateway Oaks Drive, Suite 200 | Sacramento, CA 95833

6. Signature of Requesting Party _____ Date _____