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**LOCAL AGENCY REQUEST TO SET (Cal. Code Regs., tit. 1, § 1018)**

DATE:		FROM:	
CASE TITLE			OAH CASE NO.
NAME OF AGENCY			AGENCY CASE NO.
AGENCY ATTORNEY/REPRESENTATIVE Name, Address, Telephone, E-mail & Fax Nos.     Preferred Method of Service: <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> U.S. Mail	RESPONDENT/APPELLANT/PETITIONER Name, Address, Telephone, E-mail & Fax Nos.     Preferred Method of Service: <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> U.S. Mail  PLEASE LIST EACH SEPARATELY – USE ADDITIONAL SHEETS IF NECESSARY	RESPONDENT/ATTORNEY/REPRESENTATIVE Name, Address, Telephone, E-mail & Fax Nos.     Preferred Method of Service: <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> U.S. Mail	
<input type="checkbox"/> EMPLOYEE DISCIPLINE <input type="checkbox"/> DISABILITY RETIREMENT <input type="checkbox"/> IND DISABILITY RETIREMENT <input type="checkbox"/> OTHER (List)			
STATUTORY TIME LIMIT <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES, PROVIDE LEGAL AUTHORITY (Code & Section No.)	IF YES, DATE BY WHICH CASE MUST BE HEARD (MONTH/DAY/YEAR)
TIME ESTIMATE FOR HEARING HOURS                  DAYS		HEARING LOCATION	
DATES PREFERRED (ALL PARTIES)   DATES COORDINATED WITH ALL PARTIES? <input type="checkbox"/> YES <input type="checkbox"/> NO	DATES AVAILABLE		DATES UNAVAILABLE FOR AT LEAST 6 MONTHS (ALL PARTIES)
ADDITIONAL COMMENTS AND/OR INSTRUCTIONS WHICH WOULD AFFECT CALENDARING, REQUEST FOR ACCOMMODATION, SECURITY, ETC.			
<input type="checkbox"/> ELECTRONIC RECORDING BY CONSENT (Gov. Code, § 11512, subd. (d)) (attach copy of written consent) <input type="checkbox"/> OAH TO REQUEST COURT REPORTER <input type="checkbox"/> AGENCY TO PROVIDE COURT REPORTER (If no selection is made a Court Reporter will be ordered and the agency will be charged.)			

**NOTICE: This is not a reservation of dates. Completion of this form does not guarantee that you will receive the hearing dates requested. Dates are subject to availability at the time a Request to Set or other calendar request is processed by OAH.**  
For more information visit [www.dgs.ca.gov/OAH](http://www.dgs.ca.gov/OAH)