

DEPARTMENT OF PERSONNEL & ADMINISTRATION

Office of Administrative Courts

633 17th Street, Suite 1300
Denver, Colorado 80202

Phone (303) 866-2000
Fax (303) 866-5909
www.colorado.gov/dpa/oac

Audio Recording Request

This form IS NOT to be used when requesting a transcript in connection with a Petition to Review.

Today's Date: _____ Case No: _____

Claimant/Party's Name: _____ Party Represented by Requestor _____

Date of Hearing: _____ Location of Hearing: _____
If Denver, please specify Courtroom: 1 2 3 4 5 6

Time Hearing Started: _____ Time Hearing Ended: _____ Tape#(if applicable) _____ Judge: _____

Requests for written transcripts will be forwarded to an outside transcription service for preparation. If requesting a transcript, you must provide the name and address of the transcriptionist or court reporter to whom OAC will send a copy of the recording.

I am requesting a copy of:

- CD/Tape recording of the hearing only.
- Written transcript of the hearing only. Name and address of transcriptionist attached.
- Both the CD/Tape recording and written transcript of the hearing. Name and address of transcriptionist attached.

By signing this request, I acknowledge that the filing of this form with the Office of Administrative Courts **does not** constitute filing an appeal of this case. I further acknowledge that if this request is in conjunction with a Worker's Compensation Petition to Review or other form of Appeal that additional filing requirements may need to be met pursuant to any and all applicable rules of the agency/department involved.

Signature _____ Phone No. _____

Name (*Please Print*) _____ Fax No. _____

Firm _____

E-Mail Address _____ Opposing Counsel Name _____

Address _____ Opposing Counsel Phone Number _____

City, State & Zip _____ Opposing Counsel Fax No. _____

To be completed by the OAC

Request Logged in Database _____ Hearing medium copied _____ Recording sent out for transcription _____ Requestor notified of completion _____

When the copy of the hearing is ready, the requestor will be notified by phone. The Requestor is responsible for arranging pick up of the recording. If the Requestor wants the recording mailed to them, they must also submit an addressed envelope with sufficient postage affixed to it.