



Colorado

Department of Personnel & Administration
Office of Administrative Courts

1525 Sherman Street, 4th Floor | Denver, CO 80203 | www.colorado.gov/oac

HCPF Audio Recording Transcript Request
for Medicaid (SHP) cases*

This form IS ONLY to be used when the Appellant is requesting a transcript to be included with the filing of
Exceptions with the Department of Health Care Policy & Financing's (HCPF) Office of Appeals.

Today's Date: Case No:
Appellant's Name: Judge:
Date of Hearing: Hearing type:
If face to face, indicate the hearing location:
Time Hearing Started: Time Hearing Ended: Tape # (if applicable)

The official recording of the hearing will be sent to Apex Legal Services, LLC, a transcribing agency, to
prepare the written transcript. The Department of Healthcare Policy and Financing will pay Apex for the
cost of the transcript and the cost of one copy for the Appellant/Petitioner.

- The caller stated that they have notified the Office of Appeals in writing (1570 Grant Street, Denver, CO
80203) that they are requesting a transcript and the new due date is:
The caller stated that they will notify the Office of Appeals in writing that they are requesting a transcript
and will further notify Apex Legal Services by calling 303-532-7856 of the new due date as soon as it
is received.

Prepared by
First Name Last Name: Middle Initial Suffix
Company
Address
City State Zip Phone
E-mail

To be completed by the OAC
Request Logged in LF Hearing medium copied Recording sent to Apex for transcription