

STATE OF HAWAI'I
DEPARTMENT OF THE ATTORNEY GENERAL
OFFICE OF CHILD SUPPORT HEARINGS
PHONE: (808) 692-7110 FAX: (808) 692-7114
EMAIL: atg.ocsh@hawaii.gov

HOW TO REQUEST A COPY OF AN ADMINISTRATIVE HEARING RECORDING

Parties or their representatives may request a copy of a recording of their administrative hearing (**held within the last two years only**) by filling out the form below. The total cost of the recording is \$10.00 which may be paid by personal check, cashier's check, or money order payable to the **CHILD SUPPORT ENFORCEMENT AGENCY**. Mail your payments and completed request forms to:

**Office of Child Support Hearings
Department of the Attorney General
601 Kamokila Blvd., Rm. 436
Kapolei, Hawaii 96707**

- The Office of Child Support Hearings (OCSH) does not provide parties with transcripts of hearings. Parties who want transcripts of hearings must make their own arrangements for transcription and should be aware that their transcripts will not be official transcripts.
- Hearings through July 31, 2007 are tape recorded. A copy of the tape recording may play back at a high speed. You may need access to a variable speed control recorder, or make arrangements with this office to listen to the tape recording.
- Beginning August 1, 2007, the OCSH will be recording hearings in a digital format. Requestors of hearing recordings will be provided with compact discs (CD-R) containing a recording of the hearing.

REQUEST FOR A COPY OF AN ADMINISTRATIVE HEARING RECORDING

I am a party or representative of a party and have attached payment for the recording to this request. I am requesting a copy of the recording made of the hearing on the following case:

Case Name: Responsible Parent _____
CSEA Case Number: _____
Hearing Date(s) (**within the last two years only**) _____

Please send the recording to me at the following address:

Requestor (Print Name): _____

Signature: _____ Date: _____

If representative, print the name of the party you represent: _____

My telephone number is: _____

(revised 6/07)
