# **Request to Convert Your Brief Adjudicative Proceeding**

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NAME(S) (PLEASE PRINT) DOCKET NUMBER(S)

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MAILING ADDRESS CITY STATE ZIP CODE

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PHONE NUMBER EMAIL ADDRESS

You can send this form to the Office of Administrative Hearings (OAH) if you wish to change your Brief Adjudicative Proceeding to a telephone hearing. **A judge will grant your request if it is received before the deadline given in the Notice of Brief Adjudicative Proceeding.**

A Brief Adjudicative Proceeding is designed to be speedy. Requesting a telephone hearing may delay when a judge decides your appeal.

OAH will mail you an Order of Continuance if a judge grants your request. OAH will mail you a Notice of Hearing for your telephone hearing at a later date.

**I hereby request to change my Brief Adjudicative Proceeding in the above case to a telephone hearing. I understand that requesting a telephone hearing may delay when a judge decides my appeal.**

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Signature Date

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Print Name Relation (if not the Claimant)

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| **You can send your Request to Convert Your Brief Adjudicative Proceeding to OAH through the participant portal, by fax at (509) 456-3980, or by mail to  16201 E Indiana Ave, Suite 5600, Spokane Valley, WA, 99216.** |