



MAILING CDs and DVDs

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Note that digital media sent via United States Postal Service is sometimes damaged in handling before it is delivered to the Coast Guard Hearing Office. CDs and DVDs and similar digital media may be rendered unreadable. Units submitting CDs and DVDs are encouraged to use overnight delivery service when mailing such media. And don't forget if the format is such that the Hearing Officer *OR* charged party cannot read the digital media, then the violation case file will be returned so printed images from the digital media can be made and inserted in the violation case file. Also remember to send two (2) copies of each CD or DVD. One copy is for the Hearing Officer and one copy is sent to the charged party along with the copy of the violation case file and the Hearing Officer's preliminary assessment letter. Finally, label the CD or DVD with the case file name and enforcement activity number.