

I RECEIVED A NOTICE WHAT DO I DO NOW?

- Please review all the documents in your Preliminary Assessment Package. In your package you will find a guide labeled U.S. Coast Guard Civil Penalty Preliminary Assessment Letter Response Options. There are 4 Options. Pay the Penalty, Request a Payment Plan, Submit Evidence in Lieu of a Hearing, or Request an Informal Hearing. Please follow the instructions in the guide for the option you chose. Should you have lost your guide or did not receive one please go to www.uscg.mil/legal/cgho you will find the online version of the guide.

CAN I DISCUSS MY CASE WITH A HEARING OFFICER?

- **NO.** Hearing Officers are to remain independent and unbiased therefore will not accept any phone calls regarding case activities from charged parties or charging units.
- Questions, requests for extensions, requests for hearings, must be put in writing and addressed to the Hearing Officer for your case. Any documents, statements, or other evidence you want the Hearing Officer to consider in your case must be presented in writing and mailed to the Hearing Officer or presented to the Hearing Officer the day of your hearing.

WILL THIS VIOLATION APPEAR ON MY DRIVING RECORD?

- **NO.** Coast Guard violations will not appear on your driving record or any other federal, state or local law enforcement records. The Coast Guard keeps a history of prior Coast Guard civil penalty violations, which can be considered when determining the amount of any future civil penalty.

CAN I RESPOND BY EMAIL?

- **NO.** If submitting evidence in lieu of a hearing you must **mail or fax** your documents. We ask that you send a signed letter explaining what you are submitting and what happened the day of the violation. Please include your activity number on all documentation you submit. Photos **MUST** be sent by mail.

I DON'T LIKE THE HEARING OFFICER'S FINAL DECISION, WHAT CAN I DO NOW?

- You may appeal your final decision within 30 days of the final written notice. You must submit your appeal in writing to the Coast Guard Hearing Office.

*U.S. Coast Guard Hearing Office
2703 Martin Luther King Jr Ave SE MS 7160
Washington, DC 20593*

CAN I SET UP A PAYMENT PLAN?

- **YES.** If you are unable to pay the penalty in full you may contact our collection office to set up a payment plan.

The phone number to our collection office is 510-437-3644. You may also write to...

*Commanding Officer
U.S. Coast Guard
Legal Service Command (LSC-5)
Coast Guard Island, Bldg. 54-A
Alameda, CA 94501*

I CORRECTED MY VIOLATIONS AFTER I WAS STOPPED, WHAT DO I NEED TO DO?

- The Hearing Officer has determined that the violations occurred based on the evidence in the case file in which you have received a Preliminary Assessment Letter (PAL).
- If you have corrected the violations you should provide the Hearing Officer with a signed letter explaining your situation and include copies of receipts, documents, photographs and other evidence showing the violation has been corrected.
- If you wish you may also request a hearing by submitting a written letter explaining your issues of dispute. Please see the U.S. Coast Guard Civil Penalty Preliminary Assessment Letter Response Options to guide you on how to respond to your letter or see the online version of the guide at www.uscg.mil/legal/cgho.

CAN I REQUEST MORE TIME TO MAKE MY DECISION ON HOW TO HANDLE MY CASE?

- **YES.** You may request a 30day extension by sending a signed letter to the Hearing Office by mail or fax.

CAN I FAX MY WRITTEN STATEMENTS, HEARING REQUEST, OR EXTENTION OF TIME TO YOUR OFFICE?

- **YES.** Fax statements are welcomed as long as they are followed by the original document by mail or express mail. **PLEASE NOTE PICTURES ARE NOT ACCEPTED BY FAX.** All pictures must be submitted by mail or express mail. Our Fax Number is 202-372-8422

I WANT TO MAKE A PAYMENT WHO DO I MAKE THE PAYMENT OUT TO?

- Payments by check or Money Order can be made out to: **U.S. Coast Guard** Please be sure to include Activity # on the Memo portion of the check. Follow the instructions on the payment form when mailing the payment in.