

# REQUEST A HEARING

**NOTE:** Whether you choose to submit your evidence by mail in lieu of a hearing, or attend a hearing, ALL evidence is considered by the Hearing Officer in the same way. It is given the same consideration and weight regardless of the method used to put the evidence before the Hearing Officer.

**TIME LINE: Within 30 days of your receipt of our preliminary assessment letter**

If you feel a written response will not adequately express your side of the incident, you may request a hearing **in writing. The written request must include in detail the issues you want to raise and dispute at the hearing.**

Hearing Officers may be precluded from considering issues you want to raise, if you do not comply with the requirement for prior written notice.

Please send your issues in dispute to request your hearing to one of the following:

**Email:** HQS-SMB-CGHO-Response@USCG.MIL

**Fax:** (202)372-8422

**Mail:**

U.S. Coast Guard Hearing Office

2703 Martin Luther King Jr. Ave. SE. / STOP 7794

Washington, DC 20593-7794

Hearings are generally held by video-teleconferencing (VTC) at a site closest to you. Hearings are not routinely recorded or transcribed, but you may, at your expense, arrange for a court reporter to record and transcribe the hearing.

You will be contacted shortly, after receipt of your hearing request that identifies the issues in dispute, to advise you of the location, date, and time of the VTC hearing. The location of the hearing will generally be at a Coast Guard District Office.

**Coast Guard District Offices are located at:**

- Boston, MA
- Miami, FL
- Cleveland, OH
- New Orleans, LA
- Alameda, CA
- Seattle, WA
- Honolulu, HI
- In-person hearings are held at our offices in Washington, DC

There is no VTC capability at the District Office in Juneau, AK. VTC hearings in Alaska may be scheduled in various locations if and when equipment is available. If VTC locations become available that are closer to you, we will advise you

accordingly. Our goal is to schedule your hearing soon after we receive your request for a hearing.

Except for the equipment, a video-teleconference hearing is no different than a hearing in which you appear in person. The only persons that can see and hear each other are the persons that should be at the hearing - you, your representative, witnesses and the Hearing Officer. The transmission is private. It makes no difference whether the hearing is by video-teleconference or in-person.