

# 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 **mail** your request for a hearing and issues in dispute request to:

**U.S. Coast Guard Hearing Office  
2703 Martin Luther King Jr. Ave. SE./ MS 7794  
Washington, DC 20593**

Or send us an Email to [HQS-SMB-CGHO-Response@uscg.mil](mailto:HQS-SMB-CGHO-Response@uscg.mil) or fax to (202) 372-8402.  
After receipt of your hearing request that identifies the issues in dispute, you will be contacted to advise you of the time and date of your hearing. Hearings are generally held via Microsoft Teams. After your hearing date has been scheduled, you will be sent a Teams meeting weblink. Hearings are not routinely recorded or transcribed, but, you may, at your expense, arrange for a court reporter to record and transcribe the hearing.

Hearings that are held via Microsoft Teams, are 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, the Hearing Officer and the Hearing Office’s administrative staff. It makes no difference whether you select to have your hearing held via Microsoft Teams or in person. **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.**