

SUBMIT EVIDENCE IN LIEU OF A HEARING

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

- You may submit written statements, photographs, receipts, diagrams or other evidence relating to the case.
- You may submit any explanation of the incident or information to show the incident was less severe, or evidence that the violation(s) did not occur.
- If you have repaired or replaced equipment or passed a subsequent inspection, etc. please provide copies of receipts, your inspection report, or documents and/or photographs of equipment showing that they are located on board your vessel.
- You may wish to comment on the impact of the penalty amount on you or your business. Some documentation of your finances will lend more weight to this kind of comment.
- Sometimes penalty amounts are reduced. For example, if you spent money to fix the violation, that might affect the final penalty amount. You should provide convincing evidence showing how you corrected the violation or how you updated company procedures / policy to prevent future occurrences, and how much that cost. A letter or statement without supporting evidence is less persuasive.

The above cannot be accomplished by telephone.

All correspondence can be sent by email for the quickest response. You can attach your documents as a .pdf file or .jpg file for photos. Be sure to include the Activity Number in the Subject line of the email.

Send your Email Response to:

HQS-SMB-CGHO-Response@USCG.MIL

Send your mail evidence in lieu of a hearing to:

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

If you fax your correspondence to (202) 372-8422 you must include a cover sheet containing the sender's name, address and telephone number, the party's name and address, the Activity Number, and the number of pages transmitted. Please do not send responses over ten pages by fax. If you have a response that is

over ten pages that is urgent to get to our office send the package by overnight mail.

We will not accept photographs by fax, and whatever you submit should be sent together so that they arrive at our office together. For example, if you have photos to submit, along with other documents, do not fax any of it. Send it all by mail. Similarly, if you have videotapes or other bulky evidence to submit, along with other documents, all the material should be mailed together. **The Hearing Officer will consider all evidence, if it is received in such a condition that it can be read, heard or viewed, and will advise you of the final decision by letter.**