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State Water Resources Control Board

## ADMINISTRATIVE HEARINGS OFFICE HOW TO REQUEST A HEARING

To request a hearing, please fill out the attached form and send it to the Administrative Hearings Office (AHO) using one of the following methods:

| <u>How to Send</u> | <u>Where to Send</u>                                                                                               | <u>Deadline</u>                                                                                                          |
|--------------------|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| E-mail             | <a href="mailto:AdminHrgOffice@Waterboards.ca.gov">AdminHrgOffice@Waterboards.ca.gov</a>                           | E-mail must be dated on or before the specified deadline in the correspondence from the Division of Water Rights.        |
| U.S. Mail          | State Water Resources Control Board<br>Administrative Hearings Office<br>P.O. Box 100<br>Sacramento, CA 95812-0100 | Envelope must be postmarked on or before the specified deadline in the correspondence from the Division of Water Rights. |

### Later Proceedings

After receiving your timely request for hearing, the AHO will send you an acknowledgment of receipt of your hearing request.

When the AHO schedules a hearing in this matter, the AHO will send you a Notice of Hearing, which will specify the hearing date and time and provide information regarding how to participate in the hearing.

If you would like to discuss potential settlement of the draft Cease and Desist Order (CDO) or Administrative Civil Liability (ACL) Complaint, please contact the Division of Water Rights Enforcement Section using the contact information specified in the Division's letter that sent you the draft CDO or ACL. Please do not contact the AHO to discuss potential settlement. If both the Division of Water Rights Enforcement and you agree, the AHO offers a free, voluntary alternative dispute resolution process to assist in settling cases before a neutral mediator.

### Questions

If you have questions about your hearing request or the hearing procedures, please send the AHO an e-mail at [AdminHrgOffice@Waterboards.ca.gov](mailto:AdminHrgOffice@Waterboards.ca.gov) or leave a detailed message at (916) 341-6940.

## **HEARING REQUEST FORM**

I/we request a hearing regarding the following proposed Draft Cease and Desist Order or Draft Administrative Civil Liability Complaint: \_\_\_\_\_.

**Please fill in the following information of the participant, party, attorney, or other representative:**

Your Name (type or print): \_\_\_\_\_.

Name of Represented Party (if applicable): \_\_\_\_\_.

E-mail address: \_\_\_\_\_.

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Upon request, communications from the AHO and other parties will be sent by U.S. mail rather than by e-mail. Please note that there will be a delay in receiving information if you choose not to accept electronic communication.

**OPTIONAL:** ☐ I **decline electronic service** and request to receive hearing-related materials by U.S. Mail.

Your Name (type or print): \_\_\_\_\_.

Mailing Address: \_\_\_\_\_.

Telephone Number: \_\_\_\_\_.

**Please e-mail this completed form to [adminhrgoffice@waterboards.ca.gov](mailto:adminhrgoffice@waterboards.ca.gov) (preferred) or send by U.S. Mail to:**

State Water Resources Control Board  
Administrative Hearings Office  
P.O. Box 100  
Sacramento, CA 95812-0100

If you have any questions about this form, please leave a detailed message at (916) 341-6940.