

# HEARING REQUEST FORM

## Information Regarding Requests for Hearing

**Please use this form to request a hearing.** (If you do not want to request a hearing, you do not need to complete this form.)

**If you want to request a hearing, please fill out the attached form and send it to the Administrative Hearings Office (AHO) by one of the following methods:**

<b><u>Method</u></b>	<b><u>Contact Information</u></b>	<b><u>Deadline</u></b>
<b><u>Email</u></b>	<a href="mailto:AdminHrgOffice@Waterboards.ca.gov">AdminHrgOffice@Waterboards.ca.gov</a>	Email must be dated on or before the date in the Administrative Civil Liability Complaint
<b><u>U.S. Mail</u></b>	State Water Resources Control Board Administrative Hearings Office P.O. Box 100 Sacramento, CA 95812-0100	Envelope must be postmarked on or before the date in the Administrative Civil Liability Complaint
<b><u>Courier</u></b>	Joe Serna Jr. CalEPA Building State Water Resources Control Board Administrative Hearings Office c/o Water Rights Records Unit 1001 I Street, 2 <sup>nd</sup> Floor, Room 114 Sacramento, CA 95814	Delivery must be completed on or before the date in the Administrative Civil Liability Complaint

For e-mail transmittals, you may access a writable pdf version of this form at: [https://www.waterboards.ca.gov/waterrights/water\\_issues/programs/enforcement/](https://www.waterboards.ca.gov/waterrights/water_issues/programs/enforcement/) and email it to the AHO. Alternatively, you may fill out the second page of the attached form and e-mail a scanned copy to the AHO.

### **Subsequent Proceedings**

After receiving your 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 Administrative Civil Liability Complaint, please contact the Division of Water Rights Enforcement Section using the contact information specified in the Division's letter that sent you the Administrative Civil Liability Complaint. Please do not contact the AHO to discuss potential settlement.

### **Questions**

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

**Request for Hearing**

I/we hereby request a hearing regarding the proposed Administrative Civil Liability Complaint.

My Contact Information:

Name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

Requested Methods for Future Communications:

I would like to receive future correspondence regarding my hearing request and the hearing on the Administrative Civil Liability Complaint through (check one or both):

- E-mail
- U.S. Mail