

PROCEDURE TO REQUEST A HEARING PURSUANT TO A 20-DAY NOTICE

- All Notice's of Right to Request a Hearing should include a sticker which states "All requests for a hearing must be properly captioned & should be served on the other party. Your request should also state your basic objection to the underlying Order. The request must be signed & dated".
- Upon receipt of Request for Hearing DRS should review it for proper form. If proper, the form should be filed and docketed. If not in proper form, the requesting party should be notified and advised as to the deficiency. Any deficiency must be corrected by the deadline.
- If a party requesting a hearing comes to the office we can give them a blank form to fill out. We should charge for any copies requested.
- Upon receipt of the request in proper form, it should be filed and docketed. The PACSES diary should be closed indicating that a hearing was requested. The hearing should be scheduled with the corresponding orders being docketed and sent to the parties and any attorney of record by regular mail. A copy of the notice for hearing should be included with the opposing parties hearing notice.

