



Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 1004
Detroit, MI 48226
313 224-0098

PROCEDURES FOR REQUESTING HEARING TRANSCRIPTS

To order a transcript for appeal purposes, you must do all of the following:

1. Submit a letter stating that you are ordering a transcript for appeal purposes (form on the reverse can be used), which includes the following information:
 - a. Case Name
 - b. Case Number
 - c. Hearing Officer who presided over hearing
 - d. Date(s) of hearing for which transcript requested
 - e. Your name, mailing address and phone number

2. Pay \$30 for transcript deposit fee, via check or money order only payable to:
SHARON DILLION (Court Reporter for DAH).

The statutory fee for transcripts is \$1.75 per page for originals and \$0.30 per page for copies. A \$30.00 transcript deposit fee is due upon filing the request. Please make check payable to: **Sharon Dillon**. No cancellation of this request for transcript will be accepted as the court reporter incurs production expenses upon receipt of the order. Full payment is due upon delivery of the transcript. Overpayments, if any, will be refunded with the completed transcript.

PLEASE CONTACT SHARON DILLION @ 248-342-7229 IF YOU HAVE ANY QUESTIONS ABOUT THE TRANSCRIPT PROCESS OR STATUS.

→ TURN OVER

REQUEST FOR HEARING TRANSCRIPT

I, _____, am ordering a transcript for
Print Name

appeal purposes of the following Department of Appeals and Hearings matter:

CASE NAME: _____

CASE NUMBER: _____

PRESIDING HEARING OFFICER: _____

DATE(S) OF HEARING: _____

MY NAME: _____

MY MAILING ADDRESS: _____

MY PHONE NUMBER: _____

I have read the **Procedures for Requesting Hearing Transcripts** and understand my responsibilities for securing a hearing transcript.

Date

Signature of Requester